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**SKILLED TRADES SERVICE  
AND  
LABOR SERVICE**

TENTATIVE SPECIFICATIONS SUBMITTED BY THE  
BUREAU OF STANDARDS

TO THE

*Board*

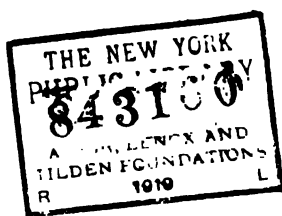
Committee on Salaries and Grades of the Board of  
Estimate and Apportionment of the  
City of New York

DECEMBER, 1915

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**The Committee on Salaries and Grades of the Board of Estimate and Apportionment announces that the standard specifications for personal service proposed by the Bureau of Standards are printed and published for the purpose of encouraging general consideration and discussion. These specifications have not been approved by the Committee on Salaries and Grades or by any other Committee of the Board of Estimate and Apportionment. The Committee on Salaries and Grades will welcome a full discussion of the specifications submitted, on the part of City employes and the public and will give due consideration to suggestions and recommendations.**

**WILLIAM A. PRENDERGAST,**  
Comptroller

**GEORGE McANENY,**  
President, Board of Aldermen  
Committee on Salaries and Grades

## **PREFACE**

### **Foreword to the Board of Estimate and Apportionment, Taxpayers, and City Employees**

The specifications for personal service in the government of the City of New York proposed by the Bureau of Standards of the Board of Estimate and Apportionment, are designed primarily to furnish:

I. Accurate general descriptions of the duties of all positions in the City government.

II. Rates of compensation which the Board of Estimate and Apportionment, as the controlling financial body of the City, will pay employees filling these positions.

III. Standards which the Municipal Civil Service Commission may follow in adopting a new classification, in conducting examinations and in controlling the performance of work under proper titles.

IV. Exact information indicating to present and prospective employees conditions of compensation and advancement in the City service.

#### **I. BASIS OF DESCRIPTIONS OF DUTIES—**

The descriptions of duties have been set up as the result of exhaustive studies of duties performed and required in existing positions throughout the various departments and offices of the City government. These studies have been supplemented by conferences with department heads and other employees. All available information as to existing titles and duties has been collected and classified. In general, the classification has been functional, that is, an attempt has been made to place together in the proper divisions similar employments irrespective of department and office lines. For example, one of the large divisions or services is known as the Professional Service. All positions of a professional nature throughout the City are included in this Service. Similarly, within the secondary division known as a Group, such as the Engineer Group in the Professional Service, all engineering positions throughout the City service are included. In a few cases a Service or Group represents both a functional and departmental classification. For example, the Police Service includes only positions in the uniformed force of the Police Department.

The general classification proposed is in the form of grand divisions called Services, divisions of Services called Groups, and Grades within Groups. The following are the definitions of these terms:

#### **Service—**

The term "Service" is used to designate the broadest convenient division of related offices and employments determined irrespective of

the legal class to which they belong. The following is a list of all Services:

- Executive
- Legislative
- Judicial
- Professional
- Investigational
- Educational
- Sub-Professional
- Inspectional
- Clerical
- Custodial
- Police
- Fire
- Street Cleaning
- Institutional
- Skilled Trades
- Labor

**Group—**

The term "Group" is used to designate a subdivision of a Service established for the purpose of distinguishing the work or duties generally performed in the same profession, vocation, trade or calling, such as:

- Physician Group
- Engineer Group
- Bookkeeper Group
- Prison Keeper Group
- Painter Group

**Grade—**

The term "Grade" is used to designate a subdivision of a Group distinguishing the specific work or duties to be performed by individual officers or employes and an appropriate range of salary, the distinctions between grades being based upon clearly discernible differences in the importance, difficulty, responsibility and value of the work.

## **II. BASIS FOR RATES OF COMPENSATION—**

The rates of compensation which the Bureau of Standards recommends for the different positions are based upon the following factors:

1. The market value of the particular kind of work performed.

In determining this, inquiries were made of leading corporations, such as the insurance companies and public utility corporations, department stores, large contractors, charitable organizations, business and banking houses in the City of New York and other places where living conditions were thought to be comparable. Inquiries were also made to determine the rates of compensation in the larger American city

and state governments and in the national government at Washington, especially where scientific methods have been employed to determine salaries. Although some scientific studies have been made in the government at Washington and although Chicago, Milwaukee, Pittsburgh and other cities have adopted a standardization program, it has been found very difficult to use rates paid in other government units without careful consideration of differences in conditions and in methods adopted. The rates paid in private corporations in the City of New York have been of greater value. Studies have also been made of rates and conditions governing advancement in European cities, and salary schedules in several German cities have been translated with a view to their publication as an appendix to a general report.

2. Conditions peculiar to certain employments in the City service.

There is a comparatively large number of positions in the City service not found in private employment, or differing from positions with the same or related titles in private employment in so many essentials that comparisons in salary are often of apparent rather than real value. For example, although Fire Telegraph Despatchers in the Fire Department are performing work similar in some respects to the work of ordinary telegraph despatchers and train despatchers, a large part of their duties is peculiar to a City fire alarm system. The fixation of their compensation by comparison with private employment without regard to their peculiar duties would be unfair and inaccurate. The difference is even more marked in the supervisory positions in the City fire alarm system. Similarly, there are conditions of location, housing, long hours and surroundings which must have a direct bearing upon the rates of compensation finally recommended.

3. The experience of the Municipal Civil Service Commission in examining and certifying for the positions in the City service at the existing rates of compensation.

As the employment and recruiting agency for the City, the Municipal Civil Service Commission has had considerable experience in inducing properly qualified candidates to compete for, and successful candidates to accept, positions in the City service. In some branches private business offers far greater opportunities for conspicuous material success than governmental employment, and a somewhat higher rate of compensation must be paid than prevails in private employment, in order to attract and retain qualified persons. Moreover, the majority of employes, excepting laborers and helpers in hospitals, have been appointed to positions in the City service through competitive examinations and are presumably selected in such a way as to guarantee more than ordinary ability to perform the required work. With the raising of standards in civil service examinations, the greater frequency of examinations and the improvements in the technique of examining which have been announced by the Municipal Civil Service Commis-

sion, the rates of compensation to be paid by the City should be based upon the theory that only the best of a large number of qualified persons will be permitted to enter the City service.

4. The assumption that New York City wishes, as far as it is financially able, to be a model employer.

In those employments in which private corporations are paying inadequate salaries or taking advantage of unemployment and other market conditions, the Bureau of Standards has recommended salaries somewhat higher than private corporations pay. The theory upon which these recommendations are made is that ultimate economies will be achieved by obtaining and retaining the services of a better class of employes than can be had at the market rates. In relation to the compensation to be fixed for the lowest paid manual laborers, the Bureau of Standards has made a study of the cost of living in the City of New York and of the minimum wage upon which a normal, self-respecting family can subsist. Conclusions drawn from this study have been used in fixing the proposed rates for Sweepers, Drivers and Boardmen in the Street Cleaning Department and for other similar employments.

5. The theory that a range of salary rather than a fixed rate should be established for the majority of positions in the City service.

This theory, which is based upon the experience of the most progressive private corporations and cities in this and other countries, involves the establishment of a minimum compensation slightly below the exact value of the least important position in a particular grade and a maximum slightly above the value of the most important position in this grade, with intervening graduated rates. In the lower grades, advancement from the minimum to the maximum of the grade should depend largely upon length of satisfactory service. In the higher grades, this advancement should depend upon length of service of a standard progressively higher in each grade, but conditional upon an appraisal of the maximum value of the position. Owing to the difficulty of establishing a minimum rate which shall be fair for all positions in the grade, fixation of the initial rate has been left in some cases for determination on the basis of a specific appraisal.

### **III. STANDARDS TO BE FOLLOWED BY THE MUNICIPAL CIVIL SERVICE COMMISSION—**

The present civil service classification of positions is in need of careful revision and simplification. New and undescriptive titles have found their way into the classification during the last few years. The number of positions in the exempt class has gradually increased. In the absence of definite general definitions of duties to be performed under the various titles and of a system of inspection and control, employes have in many cases been assigned to duties for which they never qualified by examination. The regu-

lations and procedure involved in the present civil service classification have become so complicated that only a few persons can understand them. There is immediate need of a new classification based upon standard grades and definitions of duties and of a readjustment of titles and positions in the City service in accordance with this classification. The Bureau of Standards has consulted with the Municipal Civil Service Commission regarding titles and grades in the new specifications and the Municipal Civil Service Commission has indicated its desire to adopt a new classification and to make readjustments in title and grade, based substantially upon these specifications. The Municipal Civil Service Commission is also prepared to use these specifications as the basis for the checking of payrolls, the investigation of the performance of work under proper title, and the advertising of examinations.

#### **IV. INFORMATION FOR PRESENT AND PROSPECTIVE EMPLOYEES—**

At the present time there are no definite printed regulations indicating to present and prospective employees conditions of compensation and lines of advancement in the various classes of employment in the City service. The standard specifications will clearly indicate conditions of compensation and lines of advancement in every group in the City service, and will also indicate specialized advancement from the less important to the more important groups. For example, the lines of advancement will be indicated within the Bookkeeper Group of the Clerical Service and from the Bookkeeper Group of the Clerical Service to the higher Accountant Group of the Professional Service. Similarly, lines of advancement will be indicated within the Draftsman, Instrumentman and Law Clerk Groups of the Sub-Professional Service, and from these groups to the Engineer and Lawyer Groups of the Professional Service. This information may be incorporated by the Municipal Civil Service Commission in a general textbook or manual which will include all material on employment in the City service of interest to present or prospective employees.

#### **OTHER PURPOSES OF THE PROPOSED SPECIFICATIONS—**

Although accurate definitions of duties and proper compensation rates are the fundamentals of the specifications, there are other considerations which should be kept in mind. The evils which it is intended to correct are on one side, extravagance and waste of the money of taxpayers, and, on the other, unfair and unequal conditions of employment which affect about 100,000 persons who are paid from the City treasury.

The rules governing public employment, in order to bring about the best and most lasting results, must be such as to offer a life work to the individual who enters the City service. It is hardly necessary to enlarge upon the factors which have in the past controlled appointment and advancement. The present condition of the City service is a sufficient object lesson.



**CONCLUSION—**

It cannot be claimed that all rates of compensation proposed are satisfactory to the present incumbents of all positions in the various Services, Groups and Grades. In the conferences held by the Bureau of Standards with employes it has been the almost invariable rule that employes expressed what appeared to the Bureau to be exaggerated estimates of the relative importance and value of the work they were doing. In most instances, however, the employes and superior officers whose opinions were regarded as of the greatest value, after reviewing the data upon which compensation rates were predicated, have agreed that the proposed rates are reasonable.

In presenting the Bureau of Standards specifications for personal service, it is proper that acknowledgment should be made of the continuous and invaluable co-operation of the Bureau of Municipal Research, notably of Dr. Frederick A. Cleveland, Mr. F. W. Lindars, and Mr. Robert Moses.

GEORGE L. TIRRELL,  
*Director, Bureau of Standards.*

## PROBLEMS ARISING IN CONNECTION WITH THE PREPARATION OF THE STANDARD SPECIFICATIONS FOR THE SKILLED TRADES AND LABOR SERVICES.

The following is an outline of certain important problems which have arisen in connection with the preparation of standard specifications fixing equitable salaries and wages for laborers, workmen and mechanics who are classified in the Skilled Trades and Labor Services. An extensive inquiry is made necessary by the fact that Section 3 of the Labor Law of the State of New York, commonly known as the Prevailing Rate of Wages Law, requires that the wages to be paid laborers, workmen and mechanics shall not be less than the prevailing rate for a day's work in the same trade or occupation in the locality where the work is to be performed.

1. Exactly what constitutes a prevailing rate in any trade or occupation? Is it the rate received by a majority in the trade or occupation, or is it the average of the rates received in that trade or occupation? Is it a per diem rate or the rate paid by the month, year or other usual payroll periods in the different trades?

2. What principles determine the fixing of union rates?

3. What determines the rates paid in cases where the City is employing skilled laborers all the year around, that is, for a period of 365, 313, 303 or 278 days? Can the City legally pay an annual salary less than the number of working days multiplied by the prevailing rate? In other words, can the City because of constancy of employment pay a reasonable annual salary instead of the high per diem rates which it is now paying? In cases where laborers or mechanics are employed the year around by private firms or corporations, would not the annual rate be considered the prevailing rate for persons so employed?

It is obvious that the prevailing daily rate in many of the skilled trades is high largely because of the work being seasonal, making long periods of idleness and unemployment necessary. In the case of City employment, however, a great many skilled laborers are not subject to any trade fluctuations, but are employed constantly. It seems unreasonable that the City should not be allowed to establish a fair annual salary in place of the prevailing daily rate.

4. What materials are available to aid the Board of Estimate and Apportionment in determining prevailing rates at any given time? What methods should be followed in making this determination? Can the City devise a procedure which will make it possible to collect information needed for a determination of prevailing rates just before the preparation of the annual tax budget?

How often should the City recognize changes in the prevailing rates? A prevailing rate in any given trade or occupation is not a fixed quantity, but must vary with fluctuations of the labor market. On the other hand, it is not practicable for the City to make continual adjustments on account of changes in rates. How often these determinations are to be made must depend on the availability of accurate statistics and the cost of such supplementary investigations as are necessary.

5. In cases where prevailing rates are high at certain seasons of the year and low at other times, what should be the policy of the City in making its determination?

6. In accordance with the principle that the City wishes to be a model employer, what allowance or addition should be made in case prevailing rates are less than equitable rates, due to trade depression?

7. The Bureau of Standards has made a study of a minimum wage for unskilled laborers in the City of New York. On the assumption that the City wishes to pay an equitable minimum wage to skilled as well as unskilled laborers, what principles should govern its fixing of salaries?

8. Is it wise to establish an annual salary rate for unskilled laborers, for example, on highway and construction work? Would it be possible to exercise the same control over unskilled laborers paid by the year as over unskilled laborers paid by the day, provided that deductions could be made for absence, lateness, etc., and provided that there was the same possibility of dismissing employees for incompetency or other causes?

## CONCLUSIONS REACHED BY THE BUREAU OF STANDARDS.

1. The prevailing rate is the rate paid to the majority, expressed in terms as a rate per hour, per day or per month, according to the custom of the trade. If no one rate is received by a majority, then the prevailing rate is the rate received by the largest number, provided that this number is considerably larger than the number receiving any other rate. However, in the case of several different rates with almost equal numbers receiving each rate, the most reasonable solution would appear to be to take the average of all the rates. The State Labor Law requires that the rate to be paid by the city government be based upon a daily rate. It would appear, however, that this need not be taken literally.

2. The union rate is a rate set up by the union, which may or may not be a prevailing rate. In a large number of cases it is not a prevailing rate, but simply a rate which the union attempts to enforce. The fact that the union establishes a certain rate is in itself no proof whatever that this is the prevailing rate. Investigation has disclosed the fact that in several cases unions are able to enforce higher rates upon small employers and upon isolated individuals who require services on small jobs, which the large employers do not recognize and do not pay. On the other hand, there are a considerable number of cases in which the union rate appears to be the prevailing rate. Pending a complete investigation, the Bureau of Standards has for the time being in the majority of cases recommended the union rates for seasonal work or for temporary employees.

3. Laborers, workmen or mechanics may be employed at a fixed annual salary, in which case the provisions of the labor law as to the prevailing rate of wages do not apply. These salaries are to be fixed in the usual way under Section 56 of the Charter. The City may set up a range of annual compensation with advancement based upon length of satisfactory service. In fixing this range of annual compensation, the same effort should be made as in the case of other annual employments to discover the annual rates being paid by private employers. The maximum rate in this scale should be somewhat lower than the prevailing rate multiplied by the number of days of work, consideration being given to continuity of employment, vacations, sick leave and the possibility of pension.

4. The City should make inquiry at least once every two years to discover what is the prevailing rate. This information can be obtained most readily by cooperating with the State Industrial Commission in sending questionnaires to employers. Cooperation with the State department will insure compliance by employers with this request for information. No municipal body, however, is authorized to make the final and conclusive determination as to the rates of wages. An employe may at any time question the correctness of the rate as provisionally fixed and may take the matter to the courts for decision. However, an employe who accepts the rate as provisionally fixed without protest waives his right to any greater sum. Whenever a claim is made supported by evidence that there has been a considerable change in the rate, the City should endeavor to revise this provisional rate in conformity with the facts evolved by a special investigation.

5. The City should not take advantage of seasonal low rates.

6. The City should not take advantage of trade depressions.

7. As distinguished from unskilled laborers, skilled laborers are in all cases paid rates which, assuming fairly regular employment, assure them of a total annual compensation considerably above what is required for decent living. If, however, it should be proved that in any trade the City employs workers for only a limited period in the year and pays a prevailing rate which is low because these employees are unorganized, an additional sum should be added to the prevailing rate which would represent the good will of the City.

8. As a general rule it is unwise to establish an annual salary rate for unskilled laborers.

## **SKILLED TRADES SERVICE**



## GENERAL REGULATIONS AND RECOMMENDATIONS.

### I. REGULATIONS GOVERNING AMOUNT OF INCREASES.

The general regulations governing amount of increases are embodied in the following table:

Firemen, Deckhands and other slightly skilled employees in the lowest grades.....advances of \$ 24
Skilled workers in recognized trades.....advances of \$ 60
Foremen and other employes of similar rank.....advances of \$120
Salaries from \$1,200 to \$1,800.....advances of \$120
Salaries from \$1,800 to \$2,400.....advances of \$180
Salaries from \$2,400 to \$3,600.....advances of \$240
Salaries from \$3,600 to \$4,800.....advances of \$300

It has been found necessary to make special regulations governing increases from certain rates. Where there is a rate of \$1,740 or \$2,340, the increase appropriate to the range immediately above has been applied. Therefore the next rate after \$1,740 is \$1,920, and that after \$2,340 is \$2,580.

The rule of an advance of \$60 for skilled workers in recognized trades takes precedence over the rule regarding salaries from \$1,200 to \$1,800, in cases where these two principles conflict.

### II. ANNUAL SALARIES.

The following table has been used in determining an annual salary which may be paid in place of the prevailing per diem rate:\*

Per Diem Rate.	Regular Service Exclusive of Sundays or Sundays and Holidays (303-313 Days).	Regular Service Exclusive of Sundays, Holidays and Saturday After- noons (278 Days).
\$6.00 .....	\$1,560-1,680	\$1,440-1,560
5.50 .....	1,440-1,560	1,320-1,440
5.00 .....	1,320-1,440	1,200-1,320
4.80 .....	1,260-1,380	1,140-1,260
4.50 .....	1,200-1,320	1,080-1,200
4.00 .....	1,080-1,200	960-1,080
3.50 .....	960-1,080	840- 960
3.00 .....	840- 960	720- 840

No provision is made for an annual salary for regular service every day in the year. It is not desirable that any employe should work so constantly and it is recommended that every employe be relieved from work not less than one day in seven. In cases where Sunday employment is necessary, relief should be provided for another rest day in the same way that it is provided for holidays.

\* See discussion of the desirability of annual salaries for employes in skilled trades under statement of problems and conclusions, page 11.



The annual compensation recommended for Cable Splicers is an exception to the above table, as there is no prevailing per diem rate upon which to base calculation. Their compensation, therefore, is based upon comparison with annual rates paid for similar work in private employment, which have been found to be slightly higher than those paid to electricians.

### **III. RECOMMENDATIONS REGARDING CREATION OF SPECIALIZED TITLES.**

The titles in the following groups are of course not exhaustive, but it is contemplated that few entirely new titles will be created. The Municipal Civil Service Commission will probably receive requests from time to time to hold specialized examinations for positions in the following groups. In some cases department heads will be able to show that the original or promotional list under the general title does not meet their needs. In this event it is recommended that the Municipal Civil Service Commission hold a specialized examination under the appropriate general title, adding the specialized title in brackets. This procedure is recommended generally in all groups. It will serve the purpose of retaining standard titles in all cases, of discouraging the creation of new and un-descriptive titles and will also facilitate transfers where similarity of duties renders transfer desirable.

**SKILLED TRADES SERVICE****SYMBOL (T)**

The term Skilled Trades Service is applied to those offices or employments the duties of whose incumbents are to perform manual work requiring skill in a recognized trade or handicraft or to supervise the performance of such work.

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NOTE.—No provision is made in these specifications for apprentices, on the theory that no apprentices are required in the City service, and that the City departments are not equipped as training schools for apprentices. Provision is made for positions as helpers to journeymen under the title of Skilled Laborer in Grade 2 of the Laborer Group of the Labor Service.



**BOOKBINDER GROUP**

SYMBOL (T D)

The term Bookbinder Group is applied to those employments of the Skilled Trades Service in which incumbents are required to bind and repair books or to perform other duties peculiar to the bookbinding trade.

The training and experience which are required for admission to positions in the various grades and the specific duties of incumbents of these positions are set forth in the several grade specifications which follow.

**GENERAL REGULATIONS GOVERNING ADVANCEMENT—**

Beginning with the lowest rate, advancement from rate to rate within each grade shall be made regularly in the preparation of the annual tax budget upon the completion of a term of at least one year of satisfactory service. Proof of satisfactory service shall be established by the efficiency records of the Municipal Civil Service Commission supplemented by investigation under the rules of the Board of Estimate and Apportionment. The standard of satisfactory service, which shall entitle an employe to an increase, shall be determined annually in the preparation of the tax budget and shall be progressively higher in each succeeding grade.

*Exceptions:*

1. In cases of conspicuous service or achievement recognized by the Board of Estimate and Apportionment, advancement may be made after the prescribed interval to a rate higher than the one immediately above.
2. In those grades specifically designated, advancement shall be made only after an appraisal of the value of the work to be performed. In other grades specifically designated, the initial rate also shall be determined after an appraisal. These appraisals shall be made under the rules of the Board of Estimate and Apportionment.
3. Appointments to vacant positions made prior to February 1 of each year will be regarded as dating from January 1, when considering length of service in connection with salary increases.

**GRADE 1 (T D 1)****TITLES OF POSITIONS—****BOOKBINDER****DUTIES—**

The duties of incumbents of these positions are to fold, sew and finish book work, to bind loose leaves, to repair broken binding and torn leaves, to mount maps, to patch and rebind old records, to rule paper, to make filing boxes, and on special work to do marbling, gilt-edging, and lettering.

**QUALIFICATIONS—**

1. Service as apprentice during the length of time locally stipulated by the trade.
2. Such additional qualifications as may be required by the Municipal Civil Service Commission.

**COMPENSATION—**

**Range of Annual Compensation for Regular Service Exclusive of Sundays or Sundays and Holidays:**

Bookbinder—\$1140 to \$1320\* inclusive. Salary rates—\$1140, \$1200, \$1260, \$1320.

**SPECIAL REGULATION GOVERNING ADVANCEMENT—**

Beginning with the lowest rate, advancement within this grade is conditional upon appraisal under the rules of the Board of Estimate and Apportionment, indicating that the rate requested does not exceed the value of the work to be performed.

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\* The rates of \$1260 and \$1320 are established as maximum rates for Bookbinders who perform independently the most difficult and responsible work, such as being responsible for all the work of an important plant.

**NOTES ON GRADE 1**

**Not Submitted for Adoption as Part of the Standard Specifications**



**BUILDER GROUP****SYMBOL (T B)**

The term Builder Group is applied to those employments of the Skilled Trades Service in which incumbents are required to perform duties pertaining to the bricklaying, flagging, glazing, marble-setting, paving, plastering, ramming, stone-cutting and stone-mason trades.

The training and experience which are required for admission to positions in the various grades and the specific duties of incumbents of these positions are set forth in the several grade specifications which follow.

**GENERAL REGULATIONS GOVERNING ADVANCEMENT—**

Beginning with the lowest rate, advancement from rate to rate within each grade shall be made regularly in the preparation of the annual tax budget upon the completion of a term of at least one year of satisfactory service. Proof of satisfactory service shall be established by the efficiency records of the Municipal Civil Service Commission supplemented by investigation under the rules of the Board of Estimate and Apportionment. The standard of satisfactory service, which shall entitle an employe to an increase, shall be determined annually in the preparation of the tax budget and shall be progressively higher in each succeeding grade.

*Exceptions:*

1. In cases of conspicuous service or achievement recognized by the Board of Estimate and Apportionment, advancement may be made after the prescribed interval to a rate higher than the one immediately above.
2. Appointments to vacant positions made prior to February 1 of each year will be regarded as dating from January 1, when considering length of service in connection with salary increases.





**GRADE 1 (T B 1)****TITLES OF POSITIONS—**

BRICKLAYER  
 FLAGGER  
 GLAZIER  
 MARBLE-SETTER  
 PAVER  
 PLASTERER  
 RAMMERSMAN  
 STONE-CUTTER  
 STONE-MASON

**DUTIES—****Bricklayer:**

The duties of Bricklayers are to lay bricks to line and grade in or upon any structure or form of work; to do fireproofing, block arching, terra cotta cutting and setting; to lay and cut tile, plaster, mineral wool and cork blocks or any substitute therefor; to cut, rub and grind brick; to set cut stone trimmings of brick buildings; to perform such other work as may properly be required of bricklayers.

**Flagger:**

The duties of Flaggers are to set, reset and firmly bed curbs and flags; to lay cross walks and pavement according to given lines and grades; to perform such other work as may properly be required of flaggers.

**Glazier:**

The duties of Glaziers are to cut and fit glass for sash, picture and map frames; to install glass, sash cord and sash chains; to putty and re-putty sash whenever necessary; to perform such other work as may properly be required of glaziers.

**Marble-setter:**

The duties of Marble-setters are to set marble, slate stone, glass and artificial imitations of the same; to set the interior marble work in buildings; to perform such other work as may properly be required of marble-setters.

**Paver:**

The duties of Pavers are to lay pavement; to keep the course of stone or wood blocks even and straight; to break joints properly and to make closure; to fit pavement around manholes and water gates; to regulate sand cushions to the required crown of street; to perform such other work as may properly be required of pavers.

**Plasterer:**

The duties of Plasterers are to do interior or exterior plastering, plain or ornamental, with stucco, cement and lime mortars or patent materials; to do artificial marble work and composition work in all its branches; to cover walls, ceilings, piers, columns, or any part of a construction with any plastic material in the usual methods of plastering; to perform such other work as may properly be required of plasterers.

**Rammersman:**

The duties of Rammersmen are to ram down stone to a solid base; to regulate the finished surface; to give all necessary assistance to the paver; to perform such other work as may properly be required of rammersmen.

**Stone-cutter:**

The duties of Stone-cutters are to cut, dress, joint and set granite, limestone or other hard stone for curbs, sills, walls, steps, arches, lintels, building blocks, and

to perform other repair or new work, including street work, and rock faced ashlar; to do polishing, to make up, sharpen or dress tools by hand or machine; to perform such other work as may properly be required of stone-cutters.

#### **Stone-mason:**

The duties of Stone-masons are to lay rubble work with or without mortar; to set cut stone, marble, slate or manufactured stone; to cut shoddies or roughly dressed ashlar; to dress jambs, corner stones, and ringstones; to clean and point stone work; to cut, set and point cement blocks or artificial stone; to do repair work; to perform such other work as may properly be required of stone-masons.

#### **QUALIFICATIONS—**

1. Service as apprentice during the length of time locally stipulated by the respective trade.
2. Such additional qualifications as may be required by the Municipal Civil Service Commission.

#### **COMPENSATION—**

##### **Range of Annual Compensation for Regular Service Exclusive of Sundays or Sundays and Holidays:**

Bricklayer—\$1560 to \$1680 inclusive. Salary rates—\$1560, \$1620, \$1680.  
 Flagger—\$1200 to \$1320 inclusive. Salary rates—\$1200, \$1260, \$1320.  
 Glazier—\$960 to \$1080 inclusive. Salary rates—\$960, \$1020, \$1080.  
 Marble-setter, Paver, Stone-cutter—\$1320 to \$1440 inclusive. Salary rates—\$1320, \$1380, \$1440.  
 Plasterer—\$1440 to \$1560 inclusive. Salary rates—\$1440, \$1500, \$1560.  
 Rammersman—\$1080 to \$1200 inclusive. Salary rates—\$1080, \$1140, \$1200.  
 Stone-mason—\$1260 to \$1380 inclusive. Salary rates—\$1260, \$1320, \$1380.

##### **Range of Annual Compensation for Regular Service Exclusive of Sundays, Holidays and Saturday Afternoons:**

Bricklayer—\$1440 to \$1560 inclusive. Salary rates—\$1440, \$1500, \$1560.  
 Flagger—\$1080 to \$1200 inclusive. Salary rates—\$1080, \$1140, \$1200.  
 Glazier—\$840 to \$960 inclusive. Salary rates—\$840, \$900, \$960.  
 Marble-setter, Paver, Stone-cutter—\$1200 to \$1320 inclusive. Salary rates—\$1200, \$1260, \$1320.  
 Plasterer—\$1320 to \$1440 inclusive. Salary rates—\$1320, \$1380, \$1440.  
 Rammersman—\$960 to \$1080 inclusive. Salary rates—\$960, \$1020, \$1080.  
 Stone-mason—\$1140 to \$1260 inclusive. Salary rates—\$1140, \$1200, \$1260.

#### **Per Diem Rates:**

The per diem compensation for work performed in this grade shall be the prevailing rate of wages for these occupations as provided by Section 3 of Article 2 of the New York State Labor Law.

Pending a complete investigation, the Bureau of Standards recommends the following rates, which appear to be the prevailing rates at the present time:\*

Bricklayer .....	\$6.00 per day, 8 hours
Flagger .....	4.50 " " "
Glazier .....	3.50 " " "
Marble-setter .....	5.00 " " "
Paver .....	5.00 " " "
Plasterer .....	5.50 " " "
Rammersman .....	4.00 " " "
Stone-cutter .....	5.00 " " "
Stone-mason .....	4.80 " " "

\* Persons working under these titles may be paid the prevailing rate only when employed on the duties prescribed above.

**NOTES ON GRADE 1**

**Not Submitted for Adoption as Part of the Standard Specifications**



## **DIVER GROUP**

### **SYMBOL (T V)**

The term Diver Group is applied to those employments of the Skilled Trades Service in which incumbents are required to perform or to assist in the performance of submarine investigation or other work requiring the use of a diver's equipment.

The training and experience which are required for admission to positions in the various grades and the specific duties of incumbents of these positions are set forth in the several grade specifications which follow.

### **GENERAL REGULATIONS GOVERNING ADVANCEMENT—**

Beginning with the lowest rate, advancement from rate to rate within each grade shall be made regularly in the preparation of the annual tax budget upon the completion of a term of at least one year of satisfactory service. Proof of satisfactory service shall be established by the efficiency records of the Municipal Civil Service Commission supplemented by investigation under the rules of the Board of Estimate and Apportionment. The standard of satisfactory service, which shall entitle an employe to an increase, shall be determined annually in the preparation of the tax budget and shall be progressively higher in each succeeding grade.

#### *Exceptions:*

1. In cases of conspicuous service or achievement recognized by the Board of Estimate and Apportionment, advancement may be made after the prescribed interval to a rate higher than the one immediately above.
2. In those grades specifically designated, advancement shall be made only after an appraisal of the value of the work to be performed. In other grades specifically designated, the initial rate also shall be determined after an appraisal. These appraisals shall be made under the rules of the Board of Estimate and Apportionment.
3. Appointments to vacant positions made prior to February 1 of each year will be regarded as dating from January 1, when considering length of service in connection with salary increases.

**GRADE 1 (T V I)****TITLES OF POSITIONS—****ASSISTANT DIVER****DUTIES—**

The duties of incumbents of these positions are to adjust, remove and under direction to repair diver's apparatus; to hold the air supply pipe; to receive from and convey to the diver, while under water, by means of signal rope any instructions necessary; and to supervise the work of employes operating the air pump.

**QUALIFICATIONS—**

1. Not less than two years of experience in operating air pumps for divers.
2. Such additional qualifications as may be required by the Municipal Civil Service Commission.

**COMPENSATION—**

Per diem rate—\$3.50.

**NOTES ON GRADE 1**

**Not Submitted for Adoption as Part of the Standard Specifications**



**GRADE 2 (T V 2)****TITLES OF POSITIONS—****DIVER****DUTIES—**

The duties of incumbents of these positions, which are performed under the direction of chief divers or engineers, are to explore or gather objects under water; to handle a suction pump for removing debris; to arrange explosives for blasting; to place materials for foundations; to perform such other work as may properly be required of divers.

**QUALIFICATIONS—**

1. The minimum qualifications prescribed for Grade 1.
2. Not less than two years of experience in Grade 1, or if appointed otherwise than by promotion from Grade 1, in work of the character and standard of Grade 1.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

**COMPENSATION—**

Hourly rate—\$1.25.

**NOTES ON GRADE 2**

**Not Submitted for Adoption as Part of the Standard Specifications**

**GRADE 3 (T V 3)****TITLES OF POSITIONS—**

CHIEF DIVER

**DUTIES—**

The duties of incumbents of these positions are to assign and supervise the work of divers in Grades 1 and 2, to inspect and oversee the purchase of divers' apparel to arrange explosives and when necessary to make special investigations.

**QUALIFICATIONS—**

1. The minimum qualifications prescribed for Grade 2.
2. Not less than four years of experience in Grade 2, or if appointed otherwise than by promotion from Grade 2, in work of the character and standard of Grade 2.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

**COMPENSATION—**

Range of annual compensation—\$1620 to \$1920 inclusive.  
Salary rates—\$1620, \$1740, \$1920.

**SPECIAL REGULATION GOVERNING ADVANCEMENT—**

Beginning with the lowest rate, advancement within this grade is conditional upon appraisal under the rules of the Board of Estimate and Apportionment, indicating that the rate requested does not exceed the value of the work to be performed.

**NOTES ON GRADE 3**

**Not Submitted for Adoption as Part of the Standard Specifications**



## **ELECTRICAL WORKER GROUP**

### **SYMBOL (T E)**

The term Electrical Worker Group is applied to those employments of the Skilled Trades Service in which incumbents are required to perform duties pertaining to the trade of an electrician.

The training and experience which are required for admission to positions in the various grades and the specific duties of incumbents of these positions are set forth in the several grade specifications which follow.

### **GENERAL REGULATIONS GOVERNING ADVANCEMENT—**

Beginning with the lowest rate, advancement from rate to rate within each grade shall be made regularly in the preparation of the annual tax budget upon the completion of a term of at least one year of satisfactory service. Proof of satisfactory service shall be established by the efficiency records of the Municipal Civil Service Commission supplemented by investigation under the rules of the Board of Estimate and Apportionment. The standard of satisfactory service, which shall entitle an employe to an increase, shall be determined annually in the preparation of the tax budget and shall be progressively higher in each succeeding grade.

#### *Exceptions:*

1. In cases of conspicuous service or achievement recognized by the Board of Estimate and Apportionment, advancement may be made after the prescribed interval to a rate higher than the one immediately above.
2. In those grades specifically designated, advancement shall be made only after an appraisal of the value of the work to be performed. In other grades specifically designated the initial rate also shall be determined after an appraisal. These appraisals shall be made under the rules of the Board of Estimate and Apportionment.
3. Appointments to vacant positions made prior to February 1 of each year will be regarded as dating from January 1, when considering length of service in connection with salary increases.

**GRADE 1 (T E 1)**

**TITLES OF POSITIONS—**

LINEMAN  
ASSISTANT ELECTRICIAN

**DUTIES—**

**Lineman:**

The duties of Linemen are to erect, climb and remove poles and to run cables and wires overhead or underground.

**Assistant Electrician:**

The duties of Assistant Electricians are to assist Electricians in construction and repair work, to string electric wires, to charge and repair electric batteries and to perform under supervision such other electrical work as may be required.

**QUALIFICATIONS—**

1. Service as an apprentice during the length of time locally stipulated by the trade.
2. Such additional qualifications as may be required by the Municipal Civil Service Commission.

**COMPENSATION—**

Range of annual compensation—\$960 to \$1140 inclusive.  
Salary rates—\$960, \$1020, \$1080, \$1140.

**NOTES ON GRADE 1**

**Not Submitted for Adoption as Part of the Standard Specifications**



**GRADE 2 (T E 2)****TITLES OF POSITIONS—**

ELECTRICIAN  
CABLE SPLICER

**DUTIES—****Electrician:**

The duties of Electricians are to install electric appliances, to set and repair meters, to install and repair motors, dynamos, switchboards, electric fans and other electrical fixtures, to assemble and repair electrical machines and to perform such other electrical work as may be required.

**Cable Splicer:**

The duties of Cable Splicers are to splice electric cables, to assist in their installation, and to perform other electrical work as may be required.

**QUALIFICATIONS—**

1. The minimum qualifications prescribed for Grade 1.
2. Not less than three years of experience in Grade 1, or if appointed otherwise than by promotion from Grade 1, in work of the character and standard of Grade 1.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

**COMPENSATION—****Range of Annual Compensation for Regular Service Exclusive of Sundays or Sundays and Holidays:**

Electrician—\$1260 to \$1380 inclusive. Salary rates—\$1260, \$1320, \$1380.

Cable Splicer—\$1260 to \$1440 inclusive. Salary rates—\$1260, \$1320, \$1380, \$1440.

**Range of Annual Compensation for Regular Service Exclusive of Sundays, Holidays and Saturday Afternoons:**

Electrician—\$1140 to \$1260 inclusive. Salary rates—\$1140, \$1200, \$1260.

Cable Splicer—\$1140 to \$1320 inclusive. Salary rates—\$1140, \$1200, \$1260, \$1320.

**Per Diem Rates:**

The per diem compensation for work performed in this grade shall be the prevailing rate of wages for these occupations, as provided by Section 3 of Article 2 of the New York State Labor Law.

Pending a complete investigation, the Bureau of Standards recommends the following rate, which appears to be the prevailing rate at the present time:\*

Electrician ..... \$4.80 per day, 8 hours

\* Persons working under this title may be paid the prevailing rate only when employed on the duties prescribed above.

**NOTES ON GRADE 2**

**Not Submitted for Adoption as Part of the Standard Specifications**

**GRADE 3 (T E 3)****TITLES OF POSITIONS—**

FOREMAN ELECTRICIAN  
FOREMAN CABLE SPLICER

**DUTIES—****Electrician:**

The duties of Foremen Electricians, which involve supervision of the work of employes in Grades 1 and 2, are to be responsible for the proper installation, maintenance and repair of electrical appliances, machinery, wires and equipment.

**Foreman Cable Splicer:**

The duties of Foremen Cable Splicers, which involve supervision of Cable Splicers in Grade 2, are to be responsible for the proper splicing and installation of electric cables.

**QUALIFICATIONS—**

1. The minimum qualifications prescribed for Grade 2.
2. Not less than three years of experience in Grade 2, or if appointed otherwise than by promotion from Grade 2, in work of the character and standard of Grade 2.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

**COMPENSATION—****Foreman Electrician:**

Range of annual compensation—\$1500 to \$1620 inclusive.

Salary rates—\$1500, \$1620.

**Foreman Cable Splicer:**

Range of annual compensation—\$1560 to \$1680 inclusive.

Salary rates—\$1560, \$1680.

**SPECIAL REGULATION GOVERNING ADVANCEMENT—**

Beginning with the lowest rate, advancement within this grade is conditional upon appraisal under the rules of the Board of Estimate and Apportionment, indicating that the rate requested does not exceed the value of the work to be performed.

**NOTES ON GRADE 3**

**Not Submitted for Adoption as Part of the Standard Specifications**



## **ENGINEMAN GROUP**

### **SYMBOL (T G)**

The term Engineman Group is applied to those employments of the Skilled Trades Service in which incumbents are required to operate and repair all machinery used in the production of light, heat and power for buildings, power for steam rollers, and large cranes, or power for hoisting and pile driving.

The training and experience which are required for admission to positions in the various grades and the specific duties of incumbents of these positions are set forth in the several grade specifications which follow.

### **GENERAL REGULATIONS GOVERNING ADVANCEMENT—**

Beginning with the lowest rate, advancement from rate to rate within each grade shall be made regularly in the preparation of the annual tax budget upon the completion of a term of at least one year of satisfactory service. Proof of satisfactory service shall be established by the efficiency records of the Municipal Civil Service Commission supplemented by investigation under the rules of the Board of Estimate and Apportionment. The standard of satisfactory service, which shall entitle an employe to an increase, shall be determined annually in the preparation of the tax budget and shall be progressively higher in each succeeding grade.

#### *Exceptions:*

1. In cases of conspicuous service or achievement recognized by the Board of Estimate and Apportionment, advancement may be made after the prescribed interval to a rate higher than the one immediately above.
2. In those grades specifically designated, advancement shall be made only after an appraisal of the value of the work to be performed. In other grades specifically designated, the initial rate also shall be determined after an appraisal. These appraisals shall be made under the rules of the Board of Estimate and Apportionment.
3. Appointments to vacant positions made prior to February 1 of each year will be regarded as dating from January 1, when considering length of service in connection with salary increases.

**GRADE 1 (T G 1)****TITLES OF POSITIONS—**

FIREMAN  
OILER

**DUTIES—****Fireman:**

The duties of Firemen are to maintain proper pressure in boilers; to do such cleaning and painting work as is required to keep the boilers and boiler room in proper condition; to see that the proper quantity of water is pumped into the boilers, and to perform such other related work as may be assigned by the Engineman.

**Oiler:**

The duties of Oilers are to oil and clean machinery, to clean engine rooms, to assist in repair work and to perform such other related work as may be assigned by the Engineman.

**QUALIFICATIONS—**

1. Such qualifications as may be required by the Municipal Civil Service Commission.

**COMPENSATION—****Range of Annual Compensation for Regular Service Exclusive of Sundays or Sundays and Holidays:**

Fireman—\$828 to \$900 inclusive. Salary rates—\$828, \$852, \$876, \$900.

Oiler—\$900 to \$972 inclusive. Salary rates—\$900, \$924, \$948, \$972.

**Per Diem Rates:**

The per diem compensation for work performed in this grade shall be the prevailing rate of wages for these occupations as provided by Section 3 of Article 2 of the New York State Labor Law.

Pending a complete investigation, the Bureau of Standards recommends the following rates, which appear to be the prevailing rates at the present time.\*

Fireman .....	\$3.00 per day, 8 hours
Oiler .....	3.00 " " 8 "

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\* Persons working under these titles may be paid the prevailing rate only when employed on the duties prescribed above.

**NOTES ON GRADE 1**

**Not Submitted for Adoption as Part of the Standard Specifications**



**GRADE 2 (T G 2)****TITLES OF POSITIONS—**

STATIONARY ENGINEMAN  
 STATIONARY ENGINEMAN (STEAM ROLLER)  
 STATIONARY ENGINEMAN (PILE DRIVER)

**DUTIES—****Stationary Engineman:**

The duties of Stationary Enginemen, which involve supervision of firemen or laborers, are to operate and repair boilers, engines or other equipment used in the lighting, heating, ventilating, refrigeration and elevator service of a building, or in the development of power for a pumping station, or in hoisting or drilling.

**Stationary Engineman (Steam Roller):**

The duties of Stationary Enginemen (Steam Roller) are to operate and repair steam rollers used in the construction and maintenance of asphalt and macadam roads.

**Stationary Engineman (Pile Driver):**

The duties of Stationary Enginemen (Pile Driver) are to operate and repair engines, boilers and pumps used in pile driving, and to operate boilers with drill or hoister attachment.

**QUALIFICATIONS—**

1. A license granted by the State of New York to work as a licensed stationary engineer.
2. Such additional qualifications as may be required by the Municipal Civil Service Commission.

**COMPENSATION—****Range of Annual Compensation for Regular Service Exclusive of Sundays or Sundays and Holidays:**

Stationary Engineman—\$1200 to \$1320 inclusive. Salary rates—\$1200, \$1260, \$1320.

Stationary Engineman (Steam Roller), Stationary Engineman (Pile Driver)—\$1320 to \$1440 inclusive. Salary rates—\$1320, \$1380, \$1440.

**Per Diem Rates:**

The per diem compensation for work performed in this grade shall be the prevailing rate of wages for these occupations as provided by Section 3 of Article 2 of the New York State Labor Law.

Pending a complete investigation, the Bureau of Standards recommends the following rates, which appear to be the prevailing rates at the present time:\*

Stationary Engineman .....	\$4.50 per day, 8 hours
Stationary Engineman (Steam Roller).....	5.00 " " 8 "
Stationary Engineman (Pile Driver).....	5.00 " " 8 "

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\* Persons working under these titles may be paid the prevailing rate only when employed on the duties prescribed above.

**NOTES ON GRADE 2**

**Not Submitted for Adoption as Part of the Standard Specifications**

**GRADE 3 (T G 3)****TITLES OF POSITIONS—****SUPERVISING ENGINEMAN\*****DUTIES—**

The duties of incumbents of these positions, which involve supervision of two or more enginemen in Grade 2, are to supervise and be responsible for the installation, operation and maintenance of boilers, engines and other equipment used in the lighting, heating, ventilating, refrigeration and elevator service of the largest buildings or groups of buildings, or in the development of power in the largest pumping stations, or in small groups of pumping stations.

**QUALIFICATIONS—**

1. The minimum qualifications prescribed for Grade 2.
2. Not less than two years of experience in Grade 2, or if appointed otherwise than by promotion from Grade 2, in work of the character and standard of Grade 2.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

**COMPENSATION—**

Range of annual compensation—\$1620 to \$2100 inclusive.  
Salary rates—\$1620, \$1740, \$1920, \$2100.

**SPECIAL REGULATION GOVERNING ADVANCEMENT—**

Persons entering this grade need not necessarily begin at the lowest rate. Fixation of the initial salary rate and advancement within this grade are conditional upon appraisal under the rules of the Board of Estimate and Apportionment indicating that the rate requested does not exceed the value of the work to be performed.

\* When the Catskill Aqueduct is completed, no pumping stations will be needed. Supervising Enginemen will therefore not be required for this purpose.

**NOTES ON GRADE 3****Not Submitted for Adoption as Part of the Standard Specifications**

The following positions are appraised in this grade by the Bureau of Standards on the basis of duties performed by present incumbents:

Supervising Engineman in the Municipal Building.

Supervising Engineman in the Hall of Records.

Supervising Engineman in the Ridgewood Station of the Department of Water Supply.

Supervising Engineman in charge of pumping stations in the Borough of Richmond.

**GRADE 4 (T G 4)****TITLES OF POSITIONS—****CHIEF ENGINEMAN\*****DUTIES—**

The duties of incumbents of these positions, which involve supervision of employes in Grades 1, 2 and 3, are to supervise and be responsible for the installation, operation and maintenance of boilers, engines and other equipment used in the development of power in a large number of pumping stations.

**QUALIFICATIONS—**

1. The minimum qualifications prescribed for Grade 3.
2. Not less than one year of experience in Grade 3, or if appointed otherwise than by promotion from Grade 3, in work of the character and standard of Grade 3.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

**COMPENSATION—**

Range of annual compensation—\$2340 to \$2580 inclusive.

Salary rates—\$2340, \$2580.

**SPECIAL REGULATION GOVERNING ADVANCEMENT—**

Beginning with the lowest rate, advancement within this grade is conditional upon appraisal under the rules of the Board of Estimate and Apportionment, indicating that the rate requested does not exceed the value of the work to be performed.

\* This grade may be abolished when the Catskill Aqueduct has been completed. No pumping stations will then be necessary.

**NOTES ON GRADE 4**

**Not Submitted for Adoption as Part of the Standard Specifications**



## **FIRE TELEGRAPH DESPATCHER GROUP**

### **SYMBOL (TH)**

The term Fire Telegraph Despatcher Group is applied to those offices or employments of the Skilled Trades Service in which incumbents are required to receive and despatch fire alarms and other orders incidental to the movement of fire companies and equipment and to keep the fire alarm telegraph plant in working order.

The training and experience which are required for admission to positions in the various grades and the specific duties of incumbents of these positions are set forth in the several grade specifications which follow.

### **GENERAL REGULATIONS GOVERNING ADVANCEMENT—**

Beginning with the lowest rate, advancement from rate to rate within each grade shall be made regularly in the preparation of the annual tax budget upon the completion of a term of at least one year of satisfactory service. Proof of satisfactory service shall be established by the efficiency records of the Municipal Civil Service Commission supplemented by investigation under the rules of the Board of Estimate and Apportionment. The standard of satisfactory service, which shall entitle an employe to an increase, shall be determined annually in the preparation of the tax budget and shall be progressively higher in each succeeding grade.

#### *Exceptions:*

1. In cases of conspicuous service or achievement recognized by the Board of Estimate and Apportionment, advancement may be made after the prescribed interval to a rate higher than the one immediately above.
2. In those grades specifically designated, advancement shall be made only after an appraisal of the value of the work to be performed. In other grades specifically designated, the initial rate also shall be determined after an appraisal. These appraisals shall be made under the rules of the Board of Estimate and Apportionment.
3. Appointments to vacant positions made prior to February 1 of each year will be regarded as dating from January 1, when considering length of service in connection with salary increases.



**GRADE 1 (T H 1)****TITLES OF POSITIONS—****FIRE TELEGRAPH DESPATCHER****DUTIES—**

The duties of incumbents of these positions are to assist in receiving and despatching fire alarms and other orders incidental to the movement of fire companies and fire fighting equipment and in keeping the fire alarm plant in working order, or to be responsible during the tour for the above work in the boroughs of Bronx, Queens, or Richmond.

**QUALIFICATIONS—**

1. Evidence of ability to use the Morse Telegraphic Code and of familiarity with the principles of electric wiring and of the installation of electrical apparatus, satisfactory to the Municipal Civil Service Commission.
2. Such additional qualifications as may be required by the Municipal Civil Service Commission.

**COMPENSATION—**

Range of annual compensation—\$1200 to \$1500 inclusive.

Salary rates—\$1200, \$1260, \$1320, \$1380, \$1440, \$1500.

**SPECIAL REGULATION GOVERNING ADVANCEMENT—**

Beginning with the lowest rate, advancement within this grade is conditional upon appraisal under the rules of the Board of Estimate and Apportionment, indicating that the rate requested does not exceed the value of the work to be performed.

**NOTES ON GRADE 1**

**Not Submitted for Adoption as Part of the Standard Specifications**

**GRADE 2 (T H 2)****TITLES OF POSITIONS—**

SENIOR FIRE TELEGRAPH DESPATCHER

**DUTIES—**

The duties of incumbents of these positions are to be responsible during a tour for receiving and despatching fire alarms and other orders incidental to the movement of fire companies and fire fighting equipment, and for keeping the fire alarm plant in working order in a large borough, or to direct and be responsible for the proper despatching of all fire alarms in the boroughs of Bronx, Queens, or Richmond.

**QUALIFICATIONS—**

1. The minimum qualifications prescribed for Grade 1.
2. Not less than two years of experience in Grade 1, or if appointed otherwise than by promotion from Grade 1, in work of the character and standard of Grade 1.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

**COMPENSATION—**

Range of annual compensation—\$1620 to \$1920 inclusive.

Salary rates—\$1620, \$1740, \$1920.

**SPECIAL REGULATION GOVERNING ADVANCEMENT—**

Beginning with the lowest rate, advancement within this grade is conditional upon appraisal under the rules of the Board of Estimate and Apportionment, indicating that the rate requested does not exceed the value of work to be performed.

**NOTES ON GRADE 2**

**Not Submitted for Adoption as Part of the Standard Specifications**

**GRADE 3 (TH 3)****TITLES OF POSITIONS—**

CHIEF FIRE TELEGRAPH DESPATCHER\*

**DUTIES—**

The duties of incumbents of these positions, which involve supervision of employes in Grades 1 and 2, are to be responsible for the proper despatching of fire alarms and orders incidental to the movement of the fire companies and fire fighting equipment of the boroughs of Manhattan or Brooklyn and for keeping the fire alarm plant of the entire borough in working order, or to transmit necessary signals at sight of large fires and to act as instructor of the fire alarm despatchers in the department.

**QUALIFICATIONS—**

1. The minimum qualifications prescribed for Grade 2.
2. Not less than two years of experience in Grade 2, or if appointed otherwise than by promotion from Grade 2, in work of the character and standard of Grade 2.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

**COMPENSATION—**

Range of annual compensation—\$2100 to \$2280 inclusive.

Salary rates—\$2100, \$2280.

**SPECIAL REGULATION GOVERNING ADVANCEMENT—**

Beginning with the lowest rate, advancement within this grade is conditional upon appraisal under the rules of the Board of Estimate and Apportionment, indicating that the rate requested does not exceed the value of the work to be performed.

\* The duties of telegraph operator in charge of maintenance may also be performed under the title of Superintendent of Maintenance in Grade 6 of the Laborer Group of the Labor Service.

**NOTES ON GRADE 3**

**Not Submitted for Adoption as Part of the Standard Specifications**



**LEATHER WORKER GROUP**

SYMBOL (TL)

The term Leather Worker Group is applied to those employments of the Skilled Trades Service in which incumbents are required to perform duties pertaining to the harness-making and shoemaking trades.

The training and experience which are required for admission to positions in the various grades and the specific duties of incumbents of these positions are set forth in the several grade specifications which follow.

**GENERAL REGULATIONS GOVERNING ADVANCEMENT—**

Beginning with the lowest rate, advancement from rate to rate within each grade shall be made regularly in the preparation of the annual tax budget upon the completion of a term of at least one year of satisfactory service. Proof of satisfactory service shall be established by the efficiency records of the Municipal Civil Service Commission supplemented by investigation under the rules of the Board of Estimate and Apportionment. The standard of satisfactory service, which shall entitle an employe to an increase, shall be determined annually in the preparation of the tax budget and shall be progressively higher in each succeeding grade.

*Exceptions:*

1. In cases of conspicuous service or achievement recognized by the Board of Estimate and Apportionment, advancement may be made after the prescribed interval to a rate higher than the one immediately above.
2. Appointments to vacant positions made prior to February 1 of each year will be regarded as dating from January 1, when considering length of service in connection with salary increases.



**GRADE 1 (T L 1)****TITLES OF POSITIONS—**

**HARNESSMAKER  
SHOEMAKER**

**DUTIES—****Harnessmaker:**

The duties of Harnessmakers are to make and repair harness, saddles, collars, horse-boots, or anything made of leather or other fabric that a horse wears; to blacken, grease and rub up harness and saddle parts; to gum and put together harness; to trim gig-saddles and parts; to die out and finish harness and saddle parts; to cut, sew and operate a machine; to make halters, lines, traces, and re-line collars.

**Shoemaker:**

The duties of Shoemakers, which may include supervision of the work of inmates or other helpers, are to heel, sole, patch, mend, or otherwise repair shoes and to make slippers.

**QUALIFICATIONS—**

1. Service as apprentice during the length of time locally stipulated by the trade.
2. Such additional qualifications as may be required by the Municipal Civil Service Commission.

**COMPENSATION—****Range of Annual Compensation for Regular Service Exclusive of Sundays or Sundays and Holidays:**

Harnessmaker—\$1080 to \$1200 inclusive. Salary rates—\$1080, \$1140, \$1200.  
Shoemaker—\$960 to \$1080 inclusive. Salary rates—\$960, \$1020, \$1080.

**Range of Annual Compensation for Regular Service Exclusive of Sundays, Holidays and Saturday Afternoons:**

Harnessmaker—\$960 to \$1080 inclusive. Salary rates—\$960, \$1020, \$1080.  
Shoemaker—\$840 to \$960 inclusive. Salary rates—\$840, \$900, \$960.

**Per Diem Rates:**

The per diem compensation for work performed in this grade shall be the prevailing rate of wages for these occupations as provided by Section 3 of Article 2 of the New York State Labor Law.

Pending a complete investigation, the Bureau of Standards recommends the following rates, which appear to be the prevailing rates at the present time:\*

Harnessmaker .....	\$4.00 per day, 8 hours
Shoemaker .....	3.50 " " 8 "

\* Persons working under these titles may be paid the prevailing rate only when employed on the duties prescribed above.

**NOTES ON GRADE 1**

**Not Submitted for Adoption as Part of the Standard Specifications**



## **MARINE ENGINEMAN GROUP**

### **SYMBOL (T N)**

The term Marine Engineman Group is applied to those employments of the Skilled Trades Service in which incumbents are required to operate or to assist in the operation of the engineering equipment of steamboats.

The training and experience which are required for admission to positions in the various grades and the specific duties of incumbents of these positions are set forth in the several grade specifications which follow.

### **GENERAL REGULATIONS GOVERNING ADVANCEMENT—**

Beginning with the lowest rate, advancement from rate to rate within each grade shall be made regularly in the preparation of the annual tax budget upon the completion of a term of at least one year of satisfactory service. Proof of satisfactory service shall be established by the efficiency records of the Municipal Civil Service Commission supplemented by investigation under the rules of the Board of Estimate and Apportionment. The standard of satisfactory service, which shall entitle an employe to an increase, shall be determined annually in the preparation of the tax budget and shall be progressively higher in each succeeding grade.

#### *Exceptions:*

1. In cases of conspicuous service or achievement recognized by the Board of Estimate and Apportionment, advancement may be made after the prescribed interval to a rate higher than the one immediately above.
2. Appointments to vacant positions made prior to February 1 of each year will be regarded as dating from January 1, when considering length of service in connection with salary increases.

**GRADE 1 (T N 1)****TITLES OF POSITIONS—**

MARINE STOKER  
MARINE WATER TENDER  
MARINE OILER

**DUTIES—****Marine Stoker:**

The duties of Marine Stokers are to maintain the proper pressure in steamboat boilers and, when necessary, to do such cleaning and painting work as is required to keep the boilers, boiler rooms and bilges in proper condition; to see that the proper quantity of water is pumped into the boilers; to perform such other related work as may be assigned by a superior officer.

**Marine Water Tender:**

The duties of Marine Water Tenders are to attend to the water in boilers, to assist and supervise the Marine Stokers in the municipal ferry service, and to perform such other related work as may be assigned by a superior officer.

**Marine Oiler:**

The duties of Marine Oilers are to oil and clean machinery, to clean engine rooms, to assist in repair work and to perform such other related work as may be assigned by a superior officer.

**QUALIFICATIONS—****Marine Stoker:**

1. Not less than one year of experience as Fireman, or in other work recognized by the Municipal Civil Service Commission as qualifying.
2. Such additional qualifications as may be required by the Municipal Civil Service Commission.

**Marine Water Tender, Marine Oiler:**

1. Not less than two years of experience as Marine Stoker, or in other work recognized by the Municipal Civil Service Commission as qualifying.
2. Such additional qualifications as may be required by the Municipal Civil Service Commission.

**COMPENSATION—****Range of Annual Compensation for Regular Service Exclusive of Sundays or Sundays and Holidays:**

Marine Stoker—\$828 to \$900 inclusive. Salary rates—\$828, \$852, \$876, \$900.

Marine Oiler, Marine Water Tender—\$900 to \$972 inclusive. Salary rates—\$900, \$924, \$948, \$972.

**Per Diem Rates:**

The per diem compensation for work performed in this grade shall be the prevailing rate of wages for these occupations as provided by Section 3 of Article 2 of the New York State Labor Law.

Pending a complete investigation, the Bureau of Standards recommends the following rates, which appear to be the prevailing rates at the present time:\*

Marine Stoker .....	\$3.00 per day, 8 hours
Marine Water Tender .....	3.00 " " 8 "
Marine Oiler .....	3.00 " " 8 "

\* Persons working under these titles may be paid the prevailing rate only when employed on the duties prescribed above.

**NOTES ON GRADE 1**

**Not Submitted for Adoption as Part of the Standard Specifications**

**GRADE 2 (T N 2)****TITLES OF POSITIONS—****MARINE ENGINEMAN****DUTIES—**

The duties of incumbents of these positions are to assist the Chief Marine Engineman in taking charge of the engineering department of steamboats requiring this position during a tour of duty, including the operation of engineering equipment, the supervision of employees in Grade 1, the care of and the making of minor and emergency repairs on all machinery and the preservation of general good order and cleanliness.

**QUALIFICATIONS—**

1. The license for this position issued by the United States Steamboat Inspectors.
2. Such additional qualifications as may be required by the Municipal Civil Service Commission.

**COMPENSATION—**

Range of annual compensation—\$1080 to \$1200 inclusive.

Salary rates—\$1080, \$1140, \$1200.

**NOTES ON GRADE 2**

**Not Submitted for Adoption as Part of the Standard Specifications**



**GRADE 3 (T N 3)****TITLES OF POSITIONS—****CHIEF MARINE ENGINEMAN****DUTIES—**

The duties of incumbents of these positions are to take charge of and assume entire responsibility for the engineering department of a steamboat during a tour of duty, including the operation of engineering equipment, the supervision of employes in Grades 1 and 2, the care of and the making of minor and emergency repairs on all machinery and the preservation of general good order and cleanliness.

**QUALIFICATIONS—**

1. The minimum qualifications prescribed for Grade 2.
2. Not less than one year of experience in Grade 1 or Grade 2 when holding an engineer's license, or if appointed otherwise than by promotion from Grade 1 or Grade 2, in work of the character and standard of Grade 1 or Grade 2.
3. The license for this position, covering the tonnage, issued by the United States Steamboat Inspectors.
4. Such additional qualifications as may be required by the Municipal Civil Service Commission.

**COMPENSATION\*—**

- On vessels of less than 100 gross tons:  
 Range of annual compensation—\$1200 to \$1320 inclusive.  
 Salary rates—\$1200, \$1260, \$1320.
- On vessels of not less than 100 and not exceeding 500 gross tons:  
 Range of annual compensation—\$1320 to \$1560 inclusive.  
 Salary rates—\$1320, \$1380, \$1440, \$1500, \$1560.
- On vessels of over 500 and not exceeding 1000 gross tons:  
 Range of annual compensation—\$1440 to \$1680 inclusive.  
 Salary rates—\$1440, \$1500, \$1560, \$1620, \$1680.
- On vessels exceeding 1000 gross tons:  
 Range of annual compensation—\$1560 to \$1800 inclusive.  
 Salary rates—\$1560, \$1620, \$1680, \$1740, \$1800.

**Per Diem Rates:**

The per diem compensation for work performed in this grade shall be the prevailing rate of wages for these occupations as provided by Section 3 of Article 2 of the New York State Labor Law.

Pending a complete investigation, the Bureau of Standards recommends the following rate, which appears to be the prevailing rate at the present time:†

Chief Marine Engineman..... \$4.50 per day, 8 hours

\* Persons promoted from the lower to the higher tonnage vessels shall receive the salary rate nearest to that received before promotion and involving no decrease.

† Persons working under these titles may be paid the prevailing rate only when employed on the duties prescribed above.

**NOTES ON GRADE 3**

**Not Submitted for Adoption as Part of the Standard Specifications**



## **MARINE OFFICER GROUP**

SYMBOL (T O)

The term Marine Officer Group is applied to those offices or employments of the Skilled Trades Service in which incumbents are required to navigate or to assist in the navigation of vessels.

The training and experience which are required for admission to positions in the various grades and the specific duties of incumbents of these positions are set forth in the several grade specifications which follow.

### **GENERAL REGULATIONS GOVERNING ADVANCEMENT—**

Beginning with the lowest rate, advancement from rate to rate within each grade shall be made regularly in the preparation of the annual tax budget upon the completion of a term of at least one year of satisfactory service. Proof of satisfactory service shall be established by the efficiency records of the Municipal Civil Service Commission supplemented by investigation under the rules of the Board of Estimate and Apportionment. The standard of satisfactory service, which shall entitle an employe to an increase, shall be determined annually in the preparation of the tax budget and shall be progressively higher in each succeeding grade.

#### *Exceptions:*

1. In cases of conspicuous service or achievement recognized by the Board of Estimate and Apportionment, advancement may be made after the prescribed interval to a rate higher than the one immediately above.
2. In those grades specifically designated, advancement shall be made only after an appraisal of the value of the work to be performed. In other grades specifically designated, the initial rate ~~also shall be determined after an~~ appraisal. These appraisals shall be made under the rules of the Board of Estimate and Apportionment.
3. Appointments to vacant positions made prior to February 1 of each year will be regarded as dating from January 1, when considering length of service in connection with salary increases.

**GRADE 1 (T O 1)****TITLES OF POSITIONS—**

DECKHAND

**DUTIES—**

The duties of incumbents of these positions are to operate gates and gangplanks, to regulate passenger traffic, to load and unload freight, to handle lines, to clean boats, to act as lookout and to do such other related work as may be assigned.

**QUALIFICATIONS—**

1. Such qualifications as may be required by the Municipal Civil Service Commission.

**COMPENSATION—**

Range of annual compensation—\$720 to \$840 inclusive.

Salary rates—\$720, \$744, \$768, \$792, \$816, \$840.

**NOTES ON GRADE 1**

**Not Submitted for Adoption as Part of the Standard Specifications**

**GRADE 2 (T O 2)****TITLES OF POSITIONS—****MATE****DUTIES—**

The duties of incumbents of these positions are to supervise and assist deckhands in their work, to manipulate the steering wheel and signal apparatus when occasion requires and to assist the captain or pilot in the general management of the boat, including, on large passenger steamboats and ferryboats, all the duties ordinarily performed by quartermasters.

**QUALIFICATIONS—**

1. A Pilot's license issued by the United States Steamboat Inspectors, with the necessary endorsement and authorization to act as Mate.
2. Such additional qualifications as may be required by the Municipal Civil Service Commission.

**COMPENSATION—**

Range of annual compensation—\$888 to \$984 inclusive.

Salary rates—\$888, \$936, \$984.

**Special Compensation:**

Mates acting as Quartermasters on passenger steamboats or ferryboats of over 1000 gross tons\*:

Range of annual compensation—\$936 to \$1032 inclusive.

Salary rates—\$936, \$984, \$1032.

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\* Mates promoted to the work of Quartermaster on such boats shall receive the salary rate nearest to that received before promotion and involving no decrease.

**NOTES ON GRADE 2**

**Not Submitted for Adoption as Part of the Standard Specifications**



**GRADE 3 (T O 3)****TITLES OF POSITIONS—**

PILOT

**DUTIES—**

The duties of incumbents of these positions are to take command of steamers and other craft under 100 gross tons requiring under the laws of the United States the services of a licensed pilot, to manipulate the steering wheel and signal apparatus and to assume entire responsibility for the management of the boat, the conduct of the crew and the safety of passengers and property.

**QUALIFICATIONS—**

1. A Pilot's license issued by the United States Steamboat Inspectors.
2. Such additional qualifications as may be required by the Municipal Civil Service Commission.

**COMPENSATION—**

Range of annual compensation—\$1260 to \$1380 inclusive.

Salary rates—\$1260, \$1320, \$1380.

**NOTES ON GRADE 3**

**Not Submitted for Adoption as Part of the Standard Specifications**

**GRADE 4 (T O 4)****TITLES OF POSITIONS—**

FIRE PILOT  
MASTER

**DUTIES—****Fire Pilot:**

The duties of Fire Pilots are to steer fireboats used for fire extinguishment, to land them at the point or place designated by the officers in command and to perform such other work as may be assigned by these officers under the rules of the Fire Department.

**Master:**

The duties of Masters are to take command of steamers of 100 gross tons and over, to manipulate the steering wheel and signal apparatus, and to assume entire responsibility for the management of the boat, the conduct of the crew, and the safety of passengers and property.

**QUALIFICATIONS—**

1. A Master's license covering the tonnage issued by the United States Steamboat Inspectors.
2. Such additional qualifications as may be required by the Municipal Civil Service Commission.

**COMPENSATION—****Fire Pilot:**

Range of annual compensation—\$1500 to \$1620 inclusive.

Salary rates—\$1500, \$1560, \$1620.

**Master:\***

On vessels of not less than 100 and not exceeding 1000 gross tons:

Range of annual compensation—\$1560 to \$1800 inclusive.

Salary rates—\$1560, \$1620, \$1680, \$1740, \$1800.

On vessels of over 1000 gross tons:

Range of annual compensation—\$1680 to \$1920.

Salary rates—\$1680, \$1740, \$1800, \$1860, \$1920.

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\* Persons promoted from the lower to the higher tonnage vessels shall receive the salary rate nearest to that received before promotion and involving no decrease.

**NOTES ON GRADE 4**

**Not Submitted for Adoption as Part of the Standard Specifications**

**GRADE 5 (T O 5)****TITLES OF POSITIONS—****SUPERINTENDENT OF FERRIES****DUTIES--**

The duties of incumbents of these positions, which involve supervision of employes in the Marine Officer and Marine Engineman Groups, and of other employes in the ferry service, are to be responsible for the operation, care and maintenance of municipal boats and terminals, the preparation of time tables and the proper operation of the ferry schedule in a large bureau of ferries.

**QUALIFICATIONS—**

1. Not less than three years of experience in Grade 4, or not less than two years of executive experience in the operation of boats for ferry or freight service for a railroad or transportation company, or in other work recognized by the Municipal Civil Service Commission as qualifying.

2. Such additional qualifications as may be required by the Municipal Civil Service Commission.

**COMPENSATION—**

Range of annual compensation—\$3600 to \$4500 inclusive.

Salary rates—\$3600, \$3900, \$4200, \$4500.

**SPECIAL REGULATION GOVERNING ADVANCEMENT—**

Beginning with the lowest rate, advancement within this grade is conditional upon appraisal under the rules of the Board of Estimate and Apportionment, indicating that the rate requested does not exceed the value of the work to be performed.

**NOTES ON GRADE 5**

**Not Submitted for Adoption as Part of the Standard Specifications**



## **MECHANIC GROUP**

SYMBOL (TK)

The term Mechanic Group is applied to those employments of the Skilled Trades Service in which incumbents are required to perform duties pertaining to the caulking, clock repairing, hose and tire repairing, lamp making, machine, orthopedic mechanic, rigging, ship caulking, and tapping trades.

The training and experience which are required for admission to positions in the various grades and the specific duties of incumbents of these positions are set forth in the several grade specifications which follow.

### **GENERAL REGULATIONS GOVERNING ADVANCEMENT—**

Beginning with the lowest rate, advancement from rate to rate within each grade shall be made regularly in the preparation of the annual tax budget upon the completion of a term of at least one year of satisfactory service. Proof of satisfactory service shall be established by the efficiency records of the Municipal Civil Service Commission supplemented by investigation under the rules of the Board of Estimate and Apportionment. The standard of satisfactory service, which shall entitle an employe to an increase, shall be determined annually in the preparation of the tax budget and shall be progressively higher in each succeeding grade.

#### *Exceptions:*

1. In cases of conspicuous service or achievement recognized by the Board of Estimate and Apportionment, advancement may be made after the prescribed interval to a rate higher than the one immediately above.
2. In those grades specifically designated, advancement shall be made only after an appraisal of the value of the work to be performed. In other grades specifically designated, the initial rate also shall be determined after an appraisal. These appraisals shall be made under the rules of the Board of Estimate and Apportionment.
3. Appointments to vacant positions made prior to February 1 of each year will be regarded as dating from January 1, when considering length of service in connection with salary increases.





**GRADE 1 (T K 1)****TITLES OF POSITIONS—**

CAULKER  
 CLOCK REPAIRER  
 HOSE AND TIRE REPAIRER  
 LAMP MAKER  
 MACHINIST  
 ORTHOPEDIC MECHANIC  
 RIGGER  
 SHIP CAULKER  
 TAPPER

**DUTIES—****Caulker:**

The duties of Caulkers are to cut cast iron pipe; to yarn the joints; to run with lead and caulk the joints; to search for leaks; to shut off water in the distribution system; to take proper measurements for fitting and repairing pipes; and to repair valves and hydrants, where making of new parts is not required.

**Clock Repairer:**

The duties of Clock Repairers are to clean and repair clocks and to keep them in proper running condition.

**Hose and Tire Repairer:**

The duties of Hose and Tire Repairers are to test hose by pressure and physical test; to operate hose expanders and rubber testing machines; to adjust mending sleeves on hose; to place brass patches on small bursts in hose; to repair hose used for hydrant and suction connections; to repair and set new tires for motor vehicles; and to repair and vulcanize tubes.

**Lamp Makers:**

The duties of Lamp Makers are to repair the steel and sheet iron appliances on lamps and lanterns used on apparatus and by firemen, to repair oil cups and gauges, and to keep lamps and lanterns in serviceable order.

**Machinist:**

The duties of Machinists are to erect, assemble or dismantle machinery or parts of machinery, with or without drawings; to make operating nuts, valve stems, drip cups, nozzles, and caps; to repair valves, boiler nests, pumps, stanchions, brakes, shafts, crank-pins, bearings, crank-shafts, connecting rods, steam pistons, axles, ladders, pumps, and blowers; to operate lathes, planers, drill presses, milling machines, and other tools used in machine work; and to do such other work as may properly be required of machinists.

**Orthopedic Mechanic:**

The duties of Orthopedic Mechanics are to make and repair steel and iron braces for crippled or deformed persons, stretchers, arched foot-plates, splints for hip diseases, and other appliances required in the treatment of cripples.

**Rigger:**

The duties of Riggers are to rig up derricks, pile drivers and other hoisting machinery with wire cables, ropes, blocks and sheaves; to splice, worm, parcel and adjust rope and wire cables; to set up and take down scaffolding, ladders, riggings, tents, and rope attachments to flag poles; to repair tents, flag swings, canvas covers, and other appliances requiring the services of a rigger.

**Ship Caulker:**

The duties of Ship Caulkers are to drive cotton and oakum and to apply pitch, marine glue or red lead paint in the seams and butts of wood construction, on boats, scows, pile drivers, and derricks, in order to make the same water-tight; to recopper and place sheet lead and galvanized sheet iron on hulls of vessels constructed of wood; and to caulk floors of city stables, and fire engine and truck houses.

**Tapper:**

The duties of Tappers, which require general knowledge as to water mains and their pipe connections with premises, are to insert taps in City water mains, to withdraw old or abandoned taps and insert plugs in their places; to take correct measurements of the location of taps and plugs and report thereon.

**QUALIFICATIONS—**

1. Service as apprentice during the length of time locally stipulated by the respective trade.
2. Such additional qualifications as may be required by the Municipal Civil Service Commission.

**COMPENSATION—****Range of Annual Compensation for Regular Service Exclusive of Sundays or Sundays and Holidays:**

Machinist, Orthopedic Mechanic—\$1200 to \$1320 inclusive. Salary rates—\$1200, \$1260, \$1320.

Caulker, Clock Repairer, Lamp Maker, Rigger, Ship Caulker, Tapper—\$1080 to \$1200 inclusive. Salary rates—\$1080, \$1140, \$1200.

Hose and Tire Repairer—\$960 to \$1080 inclusive. Salary rates—\$960, \$1020, \$1080.

**Range of Annual Compensation for Regular Service Exclusive of Sundays, Holidays and Saturday Afternoons:**

Machinist, Orthopedic Mechanic—\$1080 to \$1200 inclusive. Salary rates—\$1080, \$1140, \$1200.

Caulker, Clock Repairer, Lamp Maker, Rigger, Ship Caulker, Tapper—\$960 to \$1080 inclusive. Salary rates—\$960, \$1020, \$1080.

Hose and Tire Repairer—\$840 to \$960 inclusive. Salary rates—\$840, \$900, \$960.

**Per Diem Rates:**

The per diem compensation for the work performed in this grade shall be the prevailing rate of wages for these occupations as provided by Section 3 of Article 2 of the New York State Labor Law.

Pending a complete investigation, the Bureau of Standards recommends the following rates, which appear to be the prevailing rates at the present time:\*

Machinist .....	\$4.50 per day, 8 hours
Orthopedic Mechanic .....	4.50 " " "
Caulker .....	4.00 " " "
Clock Repairer .....	4.00 " " "
Lamp Maker .....	4.00 " " "
Rigger .....	4.00 " " "
Ship Caulker .....	4.00 " " "
Tapper .....	4.00 " " "
Hose and Tire Repairer.....	3.50 " " "

\* Persons working under these titles may be paid the prevailing rate only when employed on the duties prescribed above.

**NOTES ON GRADE 1**

**Not Submitted for Adoption as Part of the Standard Specifications**

**GRADE 2 (T K 2)****TITLES OF POSITIONS—**

FOREMAN MACHINIST  
 FOREMAN RIGGER  
 FOREMAN MECHANIC

**DUTIES—**

The duties of incumbents of these positions are to supervise and be responsible for the work of a number of employees in Grade 1 and of helpers in their own or related trades, including the planning and estimating of the cost of work, the requisition of and accounting for materials used, and the care of machinery, tools, and equipment, and to perform the work of journeymen when required.

**QUALIFICATIONS—**

1. The minimum qualifications prescribed for Grade 1.
2. Not less than one year of experience in Grade 1, or if appointed otherwise than by promotion from Grade 1, in work of the character and standard of Grade 1.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

**COMPENSATION—****Foreman Machinist, Foreman Mechanic:**

Range of annual compensation—\$1440 to \$1560 inclusive.  
 Salary rates—\$1440, \$1560.

**Foreman Rigger:**

Range of annual compensation—\$1320 to \$1440 inclusive.  
 Salary rates—\$1320, \$1440.

**SPECIAL REGULATION GOVERNING ADVANCEMENT—**

Beginning with the lowest rate, advancement within this grade is conditional upon appraisal under the rules of the Board of Estimate and Apportionment, indicating that the rate requested does not exceed the value of the work to be performed.

**NOTES ON GRADE 2**

**Not Submitted for Adoption as Part of the Standard Specifications**



## **METAL WORKER GROUP**

SYMBOL (T M)

The term Metal Worker Group is applied to those employments of the Skilled Trades Service in which incumbents are required to perform duties pertaining to the blacksmithing, boilermaking, brass finishing, bridge mechanician, coremaking, horseshoeing, housesmithing, moulding, nickel plating and sheet metal working trades.

The training and experience which are required for admission to positions in the various grades and the specific duties of incumbents of those positions are set forth in the several grade specifications which follow.

### **GENERAL REGULATIONS GOVERNING ADVANCEMENT—**

Beginning with the lowest rate, advancement from rate to rate within each grade shall be made regularly in the preparation of the annual tax budget upon the completion of a term of at least one year of satisfactory service. Proof of satisfactory service shall be established by the efficiency records of the Municipal Civil Service Commission supplemented by investigation under the rules of the Board of Estimate and Apportionment. The standard of satisfactory service, which shall entitle an employe to an increase, shall be determined annually in the preparation of the tax budget and shall be progressively higher in each succeeding grade.

#### *Exceptions:*

1. In cases of conspicuous service or achievement recognized by the Board of Estimate and Apportionment, advancement may be made after the prescribed interval to a rate higher than the one immediately above.

2. In those grades specifically designated, advancement shall be made only after an appraisal of the value of the work to be performed. In other grades specifically designated, the initial rate also shall be determined after an appraisal. These appraisals shall be made under the rules of the Board of Estimate and Apportionment.

3. Appointments to vacant positions made prior to February 1 of each year will be regarded as dating from January 1, when considering length of service in connection with salary increases.



**GRADE 1 (T M 1)****TITLES OF POSITIONS—**

BLACKSMITH  
 BOILERMAKER  
 BRASS FINISHER  
 BRIDGE MECHANIC AND RIVETER  
 COREMAKER  
 HORSESHOER  
 HOUSESMITH  
 MOULDER  
 NICKEL PLATER  
 SHEET METAL WORKER

**DUTIES—****Blacksmith:**

The duties of Blacksmiths are to forge and shape axles, braces, tires, turn buckles, springs, lathes, planes and minor tools, chisels, radio bars, crank-shafts, clip-chocks, skidding irons, angles, plates, upsetting bars, pins, nuts, drills, crowbars, washers, ball bearings, iron rods, stone drills, wrenches and bolts; to set tires; to repair iron parts of fire engines, trucks, hose wagons, automobiles, carts, sweepers, sprinklers and other vehicles; to perform such other work as may properly be required of blacksmiths.

**Boilermaker:**

The duties of Boilermakers are to make repairs to marine and stationary boilers and to the steel structure of boats, tugs, and pile drivers; to install new boilers; to make plates and shapes of articles used for boilers; to examine boilers and ascertain what repairs are necessary; to install soft patches on boilers; to replace or repair boiler tubes, fire boxes, staybolts, furnaces, bearing bars and boiler braces; to perform such other work as may properly be required of boilermakers.

**Brass Finisher:**

The duties of Brass Finishers are to make brass fittings used for fire engines, hose, nozzles, and other fire apparatus, pipe holders, pressure regulators, hose reducers, couplings for standpipes, bells, suction and cup caps, and miscellaneous fittings; to repair all brass fittings; or to perform such other work as may properly be required of brass finishers.

**Bridge Mechanic and Riveter:**

The duties of Bridge Mechanics and Riveters are to make repairs and replacements in steel work to structures and buildings; to repair and replace cables, suspenders, truss-chords, posts, diagonals, counters and pins, floor beams, stringers, promenade beams, railing, roadway curbs, columns, stairways, roofs, skylights, steam heating plants and piping, water and compressed air lines, plumbing and leaders, steel shutters and doors; to care for air tools and riveter shop power tools; to perform such other work as may properly be required of bridge mechanics and riveters.

**Coremaker:**

The duties of Coremakers, which require a practical knowledge of the mixing of raw sand and its conversion into forms, are to make ready the core for the moulds; to prepare all cores according to patterns furnished by the pattern maker; to perform such other work as may properly be required of coremakers.

**Horseshoer:**

The duties of Horseshoers are to work as firemen at the forge; to heat the metal and properly shape the shoe; to pare the horse's hoof; to fit the shoe to the horse's foot; to drive or nail the shoe to the foot; to perform such other work as may properly be required of horseshoers.

**Housesmith:**

The duties of Housesmiths are to erect and repair various kinds of iron work, except sheet metal, used in buildings; to repair cast and wrought iron railings and fences, park bridges, iron gates, iron columns and other ornamental iron work; to perform such other work as may properly be required of housesmiths.

**Moulder:**

The duties of Moulders are to operate any machine, squeezer, or other mechanical device used for moulding castings in sand; to set the sand in beds; to adjust patterns in position; to mix metals; to pour molten metal into moulds; to be responsible for castings; to perform such other work as may properly be required of moulders.

**Nickel Plater:**

The duties of Nickel Platers are to do buffing on a rag wheel; to do polishing on bull-neck wheels, wooden wheels with leather cover, felt wheels, and hard stone or emery wheels; to do plating; to perform such other work as may properly be required of nickel platers.

**Sheet Metal Worker:**

The duties of Sheet Metal Workers are to do sheet metal work in connection with buildings, structures and vessels, hollow metal sashes, frames, doors and trim, skylights, cornices, crestings, awnings, heating and ventilating apparatus; to set registers; to erect metal ceilings, side walls, lockers, tanks and other light sheet metal work; to do tinning, furring, sheathing, soldering and the glazing of metal work; to repair metal roofs, leaders, gutters, street-cleaning, paper and fruit skin cans and sprinkling wagons; to perform such other work as may properly be required of sheet metal workers.

**QUALIFICATIONS—**

1. Service as apprentice during the length of time locally stipulated by the respective trade.
2. Such additional qualifications as may be required by the Municipal Civil Service Commission.

**COMPENSATION—****Range of Annual Compensation for Regular Service Exclusive of Sundays or Sundays and Holidays:**

Bridge Mechanic and Riveter, Housesmith, Sheet Metal Worker—\$1320 to \$1440 inclusive. Salary rates—\$1320, \$1380, \$1440.

Blacksmith, Horseshoer—\$1200 to \$1320 inclusive. Salary rates—\$1200, \$1260, \$1320.

Brass Finisher, Moulder, Nickel Plater—\$1080 to \$1200 inclusive. Salary rates—\$1080, \$1140, \$1200.

Boilermaker, Coremaker—\$960 to \$1080 inclusive. Salary rates—\$960, \$1020, \$1080.

**Range of Annual Compensation for Regular Service Exclusive of Sundays, Holidays and Saturday Afternoons:**

Bridge Mechanic and Riveter, Housesmith, Sheet Metal Worker—\$1200 to \$1320 inclusive. Salary rates—\$1200, \$1260, \$1320.

Blacksmith, Horseshoer—\$1080 to \$1200 inclusive. Salary rates—\$1080, \$1140, \$1200.

Brass Finisher, Moulder, Nickel Plater—\$960 to \$1080 inclusive. Salary rates—\$960, \$1020, \$1080.

Boilermaker, Coremaker—\$840 to \$960 inclusive. Salary rates—\$840, \$900, \$960.

**Per Diem Rates:**

The per diem compensation for work performed in this grade shall be the prevailing rate of wages for these occupations as provided by Section 3 of Article 2 of the New York State Labor Law.

Pending a complete investigation, the Bureau of Standards recommends the following rates, which appear to be the prevailing rates at the present time:\*

Bridge Mechanic and Riveter.....	\$5.00 per day, 8 hours
Housesmith .....	5.00 " " "
Sheet Metal Worker.....	5.00 " " "
Blacksmith .....	4.50 " " "
Horseshoer .....	4.50 " " "
Brass Finisher .....	4.00 " " "
Moulder .....	4.00 " " "
Nickel Plater .....	4.00 " " "
Boiler Maker .....	3.50 " " "
Coremaker .....	3.50 " " "

\* Persons working under these titles may be paid the prevailing rate only when employed on the duties prescribed above.

**NOTES ON GRADE 1**

**Not Submitted for Adoption as Part of the Standard Specifications**

**GRADE 2 (T M 2)****TITLES OF POSITIONS—**

FOREMAN BLACKSMITH  
 FOREMAN BOILERMAKER  
 FOREMAN BRIDGE MECHANIC AND RIVETER

**DUTIES—**

The duties of incumbents of these positions are to supervise and be responsible for the work of a number of employees in Grade 1 and of helpers in their own or related trades, including the planning and estimating of the cost of work, the requisition and accounting for materials used, and the care of machinery, tools and equipment, and to perform the work of journeymen when required.

**QUALIFICATIONS—**

1. The minimum qualifications prescribed for Grade 1.
2. Not less than one year of experience in Grade 1, or if appointed otherwise than by promotion from Grade 1, in work of the character and standard of Grade 1.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

**COMPENSATION—****Foreman Blacksmith:**

Range of annual compensation—\$1440 to \$1560 inclusive.  
 Salary rates—\$1440, \$1560.

**Foreman Boilermaker:**

Range of annual compensation—\$1200 to \$1320 inclusive.  
 Salary rates—\$1200, \$1320.

**Foreman Bridge Mechanic and Riveter:**

Range of annual compensation—\$1560 to \$1680 inclusive.  
 Salary rates—\$1560, \$1680.

**SPECIAL REGULATION GOVERNING ADVANCEMENT—**

Beginning with the lowest rate, advancement within this grade is conditional upon appraisal under the rules of the Board of Estimate and Apportionment, indicating that the rate requested does not exceed the value of the work to be performed.

**NOTES ON GRADE 2**

**Not Submitted for Adoption as Part of the Standard Specifications**



## **MOTOR DRIVER GROUP**

SYMBOL (T X)

The term Motor Driver Group is applied to those offices or employments of the Skilled Trades Service in which incumbents are required to operate and to make minor repairs to motor vehicles, to supervise the activities of a municipal garage, or to direct an entire garage system.

The training and experience which are required for admission to positions in the various grades and the specific duties of incumbents of these positions are set forth in the several grade specifications which follow.

### **GENERAL REGULATIONS GOVERNING ADVANCEMENT—**

Beginning with the lowest rate, advancement from rate to rate within each grade shall be made regularly in the preparation of the annual tax budget upon the completion of a term of at least one year of satisfactory service. Proof of satisfactory service shall be established by the efficiency records of the Municipal Civil Service Commission supplemented by investigation under the rules of the Board of Estimate and Apportionment. The standard of satisfactory service, which shall entitle an employe to an increase, shall be determined annually in the preparation of the tax budget and shall be progressively higher in each succeeding grade.

#### *Exceptions:*

1. In cases of conspicuous service or achievement recognized by the Board of Estimate and Apportionment, advancement may be made after the prescribed interval to a rate higher than the one immediately above.

2. Appointments to vacant positions made prior to February 1 of each year will be regarded as dating from January 1, when considering length of service in connection with salary increases.



**GRADE 1 (T X 1)****TITLES OF POSITIONS—****MOTOR DRIVER\*****MOTOR TRUCK DRIVER\*\*****DUTIES—**

The duties of incumbents of these positions are to operate, to make minor repairs and adjustments on, to clean, oil and maintain in good running condition delivery motor trucks or passenger carrying automobiles; to load, unload, check and make record of supplies received and delivered; to keep trip records of speedometer readings, places visited with time elapsed, oil and gasoline consumed and detailed expenses incurred in repairs; or to act as foreman of a small municipal garage.

**QUALIFICATIONS—**

1. A license issued by the Secretary of State of the State of New York to operate motor vehicles.
2. Not less than two years of experience in operating and repairing motor vehicles.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

**COMPENSATION—****Motor Driver:**

Range of annual compensation—\$1020 to \$1320 inclusive.

Salary rates—\$1020, \$1080, \$1140, \$1200, \$1260, \$1320.

**Motor Truck Driver:**

Range of annual compensation—\$960 to \$1200 inclusive.

Salary rates—\$960, \$1020, \$1080, \$1140, \$1200.

\*The title Motor Driver includes only drivers of passenger carrying automobiles.

\*\*The title Motor Truck Driver includes drivers of motor trucks and motor ambulances.

**NOTES ON GRADE 1**

**Not Submitted for Adoption as Part of the Standard Specifications**

**GRADE 2 (T X 2)****TITLES OF POSITIONS—****GARAGE SUPERVISOR****DUTIES—**

The duties of incumbents of these positions, which involve supervision of the work of employes in Grade 1, and of mechanics and other subordinates, are to supervise the activities of a municipal sub-garage, including the assignment of motor drivers, the ordering and care of supplies and accessories, the making of repairs, and in case of emergency, the operation of motor vehicles.

**QUALIFICATIONS—**

1. The minimum qualifications prescribed for Grade 1.
2. Not less than two years of experience in Grade 1, or if appointed otherwise than by promotion from Grade 1, in work of the character and standard of Grade 1.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

**COMPENSATION—**

Range of annual compensation—\$1440 to \$1560 inclusive.  
Salary rates—\$1440, \$1560.

**NOTES ON GRADE 2**

**Not Submitted for Adoption as Part of the Standard Specifications**

**GRADE 3 (T X 3)**

**TITLES OF POSITIONS—**

ASSISTANT SUPERINTENDENT OF GARAGES

**DUTIES—**

The duties of the incumbent of this position, which involve supervision of the work of employes in Grades 1 and 2, of mechanics and other subordinates, are to direct the activities of the main garage and to assist the Superintendent of Garages in the work of administering the municipal garage system.

**QUALIFICATIONS—**

1. The minimum qualifications prescribed for Grade 2.
2. Not less than two years of experience in Grade 2, or if appointed otherwise than by promotion from Grade 2, in work of the character and standard of Grade 2.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

**COMPENSATION—**

Range of annual compensation—\$1680 to \$2160 inclusive.  
Salary rates—\$1680, \$1800, \$1980, \$2160.

**NOTES ON GRADE 3**

**Not Submitted for Adoption as Part of the Standard Specifications**

**GRADE 4 (T X 4)****TITLES OF POSITIONS—**

SUPERINTENDENT OF GARAGES.

**DUTIES—**

The duties of the incumbent of this position, which involve supervision of the work of employes in Grades 1, 2 and 3, of mechanics and other subordinates, are to direct the entire municipal garage system, involving responsibility for all assignments, prompt service, repairs, purchases and conduct of employes.

**QUALIFICATIONS—**

1. The minimum qualifications prescribed for Grade 3.
2. Not less than one year of experience in Grade 3, or if appointed otherwise than by promotion from Grade 3, in work of the character and standard of Grade 3.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

**COMPENSATION—**

Range of annual compensation—\$2700 to \$3180 inclusive.

Salary rates—\$2700, \$2940, \$3180.

**NOTES ON GRADE 4**

**Not Submitted for Adoption as Part of the Standard Specifications**





## **PAINTER GROUP**

### **SYMBOL (T A)**

The term Painter Group is applied to those employments of the Skilled Trades Service in which incumbents are required to perform duties pertaining to the painter's trade and its allied specialties of varnishing, decorating, graining, lettering and striping.

The training and experience which are required for admission to positions in the various grades and the specific duties of incumbents of these positions are set forth in the several grade specifications which follow.

### **GENERAL REGULATIONS GOVERNING ADVANCEMENT—**

Beginning with the lowest rate, advancement from rate to rate within each grade shall be made regularly in the preparation of the annual tax budget upon the completion of a term of at least one year of satisfactory service. Proof of satisfactory service shall be established by the efficiency records of the Municipal Civil Service Commission supplemented by investigation under the rules of the Board of Estimate and Apportionment. The standard of satisfactory service, which shall entitle an employe to an increase, shall be determined annually in the preparation of the tax budget and shall be progressively higher in each succeeding grade.

#### *Exceptions:*

1. In cases of conspicuous service or achievement recognized by the Board of Estimate and Apportionment, advancement may be made after the prescribed interval to a rate higher than the one immediately above.

2. In those grades specifically designated, advancement shall be made only after an appraisal of the value of the work to be performed. In other grades specifically designated, the initial rate also shall be determined after an appraisal. These appraisals shall be made under the rules of the Board of Estimate and Apportionment.

3. Appointments to vacant positions made prior to February 1 of each year will be regarded as dating from January 1, when considering length of service in connection with salary increases.

**GRADE 1 (T A 1)****TITLES OF POSITIONS—**

PAINTER  
DECORATOR  
GRAINER  
LETTERER  
STRIPER

**DUTIES—****Painter:**

The duties of Painters, which require familiarity with the quality and use of the different kinds of paints and varnishes and a knowledge of rigging, are to mix paints and colors in proper proportions and to do painting and varnishing.

**Decorator:**

The duties of Decorators, which require that they shall be competent painters, are to do stenciling, lining, glazing, gilding, bronzing or other decorative work.

**Grainer:**

The duties of Grainers, which require that they shall be competent painters, are to do graining on walls, panels, doors or other woodwork.

**Letterer:**

The duties of Letterers, which require that they shall be competent painters, are to paint signs and do lettering of any description.

**Striper:**

The duties of Stripers, which require that they shall be competent painters, are to do striping on wood or iron ornamental work, automobiles, carriages, wagons, fire engines and other apparatus.

**QUALIFICATIONS—**

1. Service as apprentice during the length of time locally stipulated by the respective trade.
2. Such additional qualifications as may be required by the Municipal Civil Service Commission.

**COMPENSATION—****Range of Annual Compensation for Regular Service Exclusive of Sundays or Sundays and Holidays:**

Painter—\$1080 to \$1200 inclusive. Salary rates—\$1080, \$1140, \$1200.

Decorator, Grainer, Letterer, Striper—\$1200 to \$1320 inclusive. Salary rates—\$1200, \$1260, \$1320.

**Range of Annual Compensation for Regular Service Exclusive of Sundays, Holidays and Saturday Afternoons:**

Painter—\$960 to \$1080 inclusive. Salary rates—\$960, \$1020, \$1080.

Decorator, Grainer, Letterer, Striper—\$1080 to \$1200 inclusive. Salary rates—\$1080, \$1140, \$1200.

**Per Diem Rates:**

The per diem compensation for work performed in this grade shall be the prevailing rate of wages for these occupations as provided by Section 3 of Article 2 of the New York State labor law.

Pending a complete investigation, the Bureau of Standards recommends the following rates, which appear to be the prevailing rates at the present time:\*

Painter .....	\$4.00 per day, 8 hours
Decorator .....	4.50 " " "
Grainer .....	4.50 " " "
Letterer .....	4.50 " " "
Striper .....	4.50 " " "

\* Persons working under these titles may be paid the prevailing rate only when employed on the duties prescribed above.

**NOTES ON GRADE 1**

**Not Submitted for Adoption as Part of the Standard Specifications**

**GRADE 2 (T A 2)****TITLES OF POSITIONS—**

FOREMAN PAINTER

**DUTIES—**

The duties of incumbents of these positions are to supervise and be responsible for the work of employes in Grade 1 and of helpers in their own or related trades, including the planning and estimating of the cost of work, the requisition of and accounting for materials used, and the care of machinery, tools, and equipment, and to perform the work of journeymen when required.

**QUALIFICATIONS—**

1. The minimum qualifications prescribed for Grade 1.
2. Not less than one year of experience in Grade 1, or if appointed otherwise than by promotion from Grade 1, in work of the character and standard of Grade 1.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

**COMPENSATION—**

Range of annual compensation—\$1320 to \$1440 inclusive.

Salary rates—\$1320, \$1440.

**SPECIAL REGULATION GOVERNING ADVANCEMENT—**

Beginning with the lowest rate, advancement within the grade is conditional upon appraisal under the rules of the Board of Estimate and Apportionment, indicating that the rate requested does not exceed the value of the work to be performed.

**NOTES ON GRADE 2**

**Not Submitted for Adoption as Part of the Standard Specifications**



## **PHOTOGRAPHER GROUP**

### **SYMBOL (TF)**

The term Photographer Group is applied to those employments of the Skilled Trades Service, in which incumbents are required to make photographic exposures, to develop, fix and make prints of photographic negatives, to make lantern slides and enlargements, to operate the photostat, to prepare from basic salts all chemical solutions used in photographic work, to select suitable apparatus and supplies, and to direct the work of assistants both in field and laboratory.

The training and experience which are required for admission to positions in the various grades and the specific duties of incumbents of these positions are set forth in the several grade specifications which follow.

### **GENERAL REGULATIONS GOVERNING ADVANCEMENT—**

Beginning with the lowest rate, advancement from rate to rate within each grade shall be made regularly in the preparation of the annual tax budget upon the completion of a term of at least one year of satisfactory service. Proof of satisfactory service shall be established by the efficiency records of the Municipal Civil Service Commission supplemented by investigation under the rules of the Board of Estimate and Apportionment. The standard of satisfactory service, which shall entitle an employe to an increase, shall be determined annually in the preparation of the tax budget and shall be progressively higher in each succeeding grade.

#### *Exceptions:*

1. In cases of conspicuous service or achievement recognized by the Board of Estimate and Apportionment, advancement may be made after the prescribed interval to a rate higher than the one immediately above.
2. In those grades specifically designated, advancement shall be made only after an appraisal of the value of the work to be performed. In other grades specifically designated, the initial rate also shall be determined after an appraisal. These appraisals shall be made under the rules of the Board of Estimate and Apportionment.
3. Appointments to vacant positions made prior to February 1 of each year will be regarded as dating from January 1, when considering length of service in connection with salary increases.



**GRADE 1 (T F 1)****TITLES OF POSITIONS—****PHOTOGRAPHER****DUTIES—**

The duties of incumbents of these positions, which may or may not involve supervision over clerks or other assistants, are to make photographic exposures; to develop, fix, retouch and make prints from photographic negatives; to mount and affix titles to finished photographs for permanent department records; to file all negatives and prints; to make and color lantern slides; to make bromide enlargements and blue prints from tracings; to operate the photostat; to make black line prints; to prepare all solutions from commercial salts or other basic components; to superintend repairs to apparatus; to select suitable supplies and to assist in the selection of new apparatus.

**QUALIFICATIONS—**

1. Not less than three years of experience in the practice of photography.
2. Such additional qualifications as may be required by the Municipal Civil Service Commission.

**COMPENSATION—**

Range of annual compensation—\$1200 to \$1620 inclusive.

Salary rates—\$1200, \$1260, \$1320, \$1380, \$1440, \$1500, \$1560, \$1620.

**SPECIAL REGULATION GOVERNING ADVANCEMENT—**

Beginning with the lowest rate, advancement within this grade is conditional upon appraisal under the rules of the Board of Estimate and Apportionment, indicating that the rate requested does not exceed the value of the work to be performed.

**NOTES ON GRADE 1**

**Not Submitted for Adoption as Part of the Standard Specifications**



## **PLUMBER AND PIPEFITTER GROUP**

### **SYMBOL (T P)**

The term Plumber and Pipefitter Group is applied to those employments of the Skilled Trades Service in which incumbents are required to perform duties pertaining to the plumbing, pipefitting and thermostat repairing trades.

The training and experience which are required for admission to positions in the various grades and the specific duties of incumbents of these positions are set forth in the several grade specifications which follow.

### **GENERAL REGULATIONS GOVERNING ADVANCEMENT—**

Beginning with the lowest rate, advancement from rate to rate within each grade shall be made regularly in the preparation of the annual tax budget upon the completion of a term of at least one year of satisfactory service. Proof of satisfactory service shall be established by the efficiency records of the Municipal Civil Service Commission supplemented by investigation under the rules of the Board of Estimate and Apportionment. The standard of satisfactory service, which shall entitle an employe to an increase, shall be determined annually in the preparation of the tax budget and shall be progressively higher in each succeeding grade.

#### *Exceptions:*

1. In cases of conspicuous service or achievement recognized by the Board of Estimate and Apportionment, advancement may be made after the prescribed interval to a rate higher than the one immediately above.

2. Appointments to vacant positions made prior to February 1 of each year will be regarded as dating from January 1, when considering length of service in connection with salary increases.



**GRADE 1 (T P 1)****TITLES OF POSITIONS—**

PLUMBER  
PIPEFITTER  
THERMOSTAT REPAIRER

**DUTIES—****Plumber:**

The duties of Plumbers are to install piping for gas, water, waste, soil and vent lines, piping to and from water filters and water meters, piping for hot and cold water for domestic and culinary purposes, piping when solder is used for putting pipes or tubing together, icebox and refrigerator waste pipes; to cut and fit pipes to and from ranges and boilers; to set all plumbing fixtures; to replace old pipes with new ones; to fit up toilet and bathroom auxiliaries and water, gas and waste pipes to and from laundry machines.

**Pipefitter:**

The duties of Pipefitters are to install steam, hydraulic, gasoline or oil power piping, vacuum heating and pneumatic tube systems, and piping utilized for machinery; to set fixtures, pumps, tanks, and heaters in connection with steam power apparatus, and steam and return connections of kitchen utensils; to cut, fit and install piping which conveys steam, hot water, air, brine, ammonia or oil; to repair steam traps, heating and ventilating plants, defective and corroded pipes, vacuum and electrical pumps, dampers, stop and pressure reducing valves.

**Thermostat Repairer:**

The duties of Thermostat Repairers, which require knowledge of the different systems of thermostatic heat regulation, are to examine, fit and repair thermostats and the pipes and accessories connected therewith.

**QUALIFICATIONS—****Plumber, Thermostat Repairer:**

1. License to act as plumber issued by the Examining Board of Plumbers.
2. Service as apprentice during the length of time locally stipulated by the trade.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

**Pipefitter:**

1. Service as apprentice during the length of time locally stipulated by the trade.
2. Such additional qualifications as may be required by the Municipal Civil Service Commission.

**COMPENSATION—****Range of Annual Compensation for Regular Service Exclusive of Sundays or Sundays and Holidays:**

Plumber, Pipefitter, Thermostat Repairer—\$1440 to \$1560 inclusive. Salary rates—\$1440, \$1500, \$1560.

**Range of Annual Compensation for Regular Service Exclusive of Sundays, Holidays and Saturday Afternoons:**

Plumber, Pipefitter, Thermostat Repairer—\$1320 to \$1440 inclusive. Salary rates—\$1320, \$1380, \$1440.

**Per Diem Rates:**

The per diem compensation for work performed in this grade shall be the prevailing rates of wages for these occupations as provided by Section 3 of Article 2 of the New York State Labor Law.

Pending a complete investigation, the Bureau of Standards recommends the following rates, which appear to be the prevailing rates at the present time:\*

Plumber .....	\$5.50 per day, 8 hours
Pipefitter .....	5.50 " " "
Thermostat Repairer .....	5.50 " " "

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\* Persons working under these titles may be paid the prevailing rate only when employed on the duties prescribed above.

**NOTES ON GRADE 1**

**Not Submitted for Adoption as Part of the Standard Specifications**





## **PRINTER GROUP**

### **SYMBOL (T I)**

The term Printer Group is applied to those employments of the Skilled Trades Service in which incumbents are required to perform duties peculiar to the printing trade.

The training and experience which are required for admission to positions in the various grades and the specific duties of incumbents of these positions are set forth in the several grade specifications which follow.

### **GENERAL REGULATIONS GOVERNING ADVANCEMENT—**

Beginning with the lowest rate, advancement from rate to rate within each grade shall be made regularly in the preparation of the annual tax budget upon the completion of a term of at least one year of satisfactory service. Proof of satisfactory service shall be established by the efficiency records of the Municipal Civil Service Commission supplemented by investigation under the rules of the Board of Estimate and Apportionment. The standard of satisfactory service, which shall entitle an employe to an increase, shall be determined annually in the preparation of the tax budget and shall be progressively higher in each succeeding grade.

#### *Exceptions:*

1. In cases of conspicuous service or achievement recognized by the Board of Estimate and Apportionment, advancement may be made after the prescribed interval to a rate higher than the one immediately above.
2. Appointments to vacant positions made prior to February 1 of each year will be regarded as dating from January 1, when considering length of service in connection with salary increases.

**GRADE 1 (T I I)****TITLES OF POSITIONS—**

PRESS FEEDER  
PRESSMAN  
COMPOSITOR

**DUTIES—****Press Feeder:**

The duties of Press Feeders are to handle paper used in printing, to feed sheets into the press in perfect register, and to assist the pressman generally in the care of the press.

**Pressman:**

The duties of Pressmen are to prepare the press for the reception of forms, and to regulate, clean, care for and make minor repairs to the press.

**Compositor:**

The duties of Compositors are to set and distribute type by hand, to correct errors, to read copy and to prepare forms for the press.

**QUALIFICATIONS—**

1. Service as apprentice during the length of time locally stipulated by the respective trade.
2. Such additional qualifications as may be required by the Municipal Civil Service Commission.

**COMPENSATION—****Range of Annual Compensation:**

Press Feeder—\$780 to \$852 inclusive. Salary rates—\$780, \$804, \$828, \$852.

Pressman—\$1140 to \$1260 inclusive. Salary rates—\$1140, \$1200, \$1260.

Compositor—\$1080 to \$1200 inclusive. Salary rates—\$1080, \$1140, \$1200.

**NOTES ON GRADE 1**

**Not Submitted for Adoption as Part of the Standard Specifications**



## **ROCKWORKER GROUP**

### **SYMBOL (T R)**

The term Rockworker Group is applied to those employments of the Skilled Trades Service in which incumbents are required to perform duties pertaining to drilling, blasting and the handling of explosives.

The training and experience which are required for admission to positions in the various grades and the specific duties of incumbents of these positions are set forth in the several grade specifications which follow.

### **GENERAL REGULATIONS GOVERNING ADVANCEMENT—**

Beginning with the lowest rate, advancement from rate to rate within each grade shall be made regularly in the preparation of the annual tax budget upon the completion of a term of at least one year of satisfactory service. Proof of satisfactory service shall be established by the efficiency records of the Municipal Civil Service Commission supplemented by investigation under the rules of the Board of Estimate and Apportionment. The standard of satisfactory service, which shall entitle an employe to an increase, shall be determined annually in the preparation of the tax budget and shall be progressively higher in each succeeding grade.

#### *Exceptions:*

1. In cases of conspicuous service or achievement recognized by the Board of Estimate and Apportionment, advancement may be made after the prescribed interval to a rate higher than the one immediately above.
2. Appointments to vacant positions made prior to February 1 of each year will be regarded as dating from January 1, when considering length of service in connection with salary increases.

**GRADE 1 (T R 1)****TITLES OF POSITIONS—****BLASTER****DUTIES—**

The duties of incumbents of these positions are to direct workmen in the covering of blasts, to handle and take charge of the storing of dynamite and to explode dynamite.

**QUALIFICATIONS—**

1. A certificate of fitness granted by the Bureau of Combustibles of the Fire Department in accordance with the Code of City Ordinances.
2. Such additional qualifications as may be required by the Municipal Civil Service Commission.

**COMPENSATION—****Per Diem Rate:**

The per diem compensation for work performed in this grade shall be the prevailing rate of wages for this occupation as provided by Section 3 of Article 2 of the New York State Labor Law.

Pending a complete investigation, the Bureau of Standards recommends the following rate, which appears to be the prevailing rate at the present time:\*

Blaster ..... \$5.00 per day, 8 hours

\* Persons working under this title may be paid the prevailing rate only when employed on the duties prescribed above.

**NOTES ON GRADE 1**

**Not Submitted for Adoption as Part of the Standard Specifications**





**UPHOLSTERER GROUP****SYMBOL (T U)**

The term Upholsterer Group is applied to those employments of the Skilled Trades Service in which incumbents are required to perform duties peculiar to the upholstering trade.

The training and experience which are required for admission to positions in the various grades and the specific duties of incumbents of these positions are set forth in the several grade specifications which follow.

**GENERAL REGULATIONS GOVERNING ADVANCEMENT—**

Beginning with the lowest rate, advancement from rate to rate within each grade shall be made regularly in the preparation of the annual tax budget upon the completion of a term of at least one year of satisfactory service. Proof of satisfactory service shall be established by the efficiency records of the Municipal Civil Service Commission supplemented by investigation under the rules of the Board of Estimate and Apportionment. The standard of satisfactory service, which shall entitle an employe to an increase, shall be determined annually in the preparation of the tax budget and shall be progressively higher in each succeeding grade.

*Exceptions:*

1. In cases of conspicuous service or achievement recognized by the Board of Estimate and Apportionment, advancement may be made after the prescribed interval to a rate higher than the one immediately above.
2. Appointments to vacant positions made prior to February 1 of each year will be regarded as dating from January 1, when considering length of service in connection with salary increases.

**GRADE 1 (T U 1)****TITLES OF POSITIONS—**

UPHOLSTERER  
SHADE FITTER

**DUTIES—****Upholsterer:**

The duties of Upholsterers are to make, mend and repair all kinds of cushion seats or backs, automobile hoods, carriage tops or sheds and to do other making, mending or repairing work with materials used in the trade.

**Shade Fitter:**

The duties of Shade Fitters are to cut, fit and hang shades.

**QUALIFICATIONS—**

1. Service as apprentice during the length of time locally stipulated by the respective trade.
2. Such additional qualifications as may be required by the Municipal Civil Service Commission.

**COMPENSATION—****Range of Annual Compensation:**

Upholsterer—\$1140 to \$1260 inclusive. Salary rates—\$1140, \$1200, \$1260.

Shade Fitter—\$1020 to \$1140 inclusive. Salary rates—\$1020, \$1080, \$1140.

**NOTES ON GRADE 1**

**Not Submitted for Adoption as Part of the Standard Specifications**



## **WOODWORKER GROUP**

### **SYMBOL (TW)**

The term Woodworker Group is applied to those employments of the Skilled Trades Service in which incumbents are required to perform duties pertaining to the carpentry, dock building, machine woodworking, pattern making, ship carpentry, wood sawing and wheelwright trades.

The training and experience which are required for admission to positions in the various grades and the specific duties of incumbents of these positions are set forth in the several grade specifications which follow.

### **GENERAL REGULATIONS GOVERNING ADVANCEMENT—**

Beginning with the lowest rate, advancement from rate to rate within each grade shall be made regularly in the preparation of the annual tax budget upon the completion of a term of at least one year of satisfactory service. Proof of satisfactory service shall be established by the efficiency records of the Municipal Civil Service Commission supplemented by investigation under the rules of the Board of Estimate and Apportionment. The standard of satisfactory service, which shall entitle an employe to an increase, shall be determined annually in the preparation of the tax budget and shall be progressively higher in each succeeding grade.

#### *Exceptions:*

1. In cases of conspicuous service or achievement recognized by the Board of Estimate and Apportionment, advancement may be made after the prescribed interval to a rate higher than the one immediately above.
2. In those grades specifically designated, advancement shall be made only after an appraisal of the value of the work to be performed. In other grades specifically designated, the initial rate also shall be determined after an appraisal. These appraisals shall be made under the rules of the Board of Estimate and Apportionment.
3. Appointments to vacant positions made prior to February 1 of each year will be regarded as dating from January 1, when considering length of service in connection with salary increases.



**GRADE 1 (T W 1)****TITLES OF POSITIONS—**

CARPENTER  
DOCK BUILDER  
MACHINE WOODWORKER  
PATTERN MAKER  
SHIP CARPENTER  
WOOD SAWYER  
WHEELWRIGHT

**DUTIES—****Carpenter:**

The duties of Carpenters are to construct and repair temporary buildings, shanties, sheds, stalls, flooring, partitions, window frame sashes, bridge roadways, tool houses, tool boxes, park rustic structures, bridges, bandstands, bins, signs, boardwalks, fences and screens; to repair office furniture, doors, institutional buildings, ferryboats, docks, road machines, sprinklers, park benches; to shingle roofs and do general repairs in woodwork.

**Dock Builder:**

The duties of Dock Builders are to man pile drivers for the purpose of driving piles for pier and bulkhead wall construction; to be familiar with the use of landways, batter-ways, and pile-sawing machinery used in connection with or upon floating pile drivers; to be skilled in the use of the axe, adze, canthook, cross-cut saw and auger, used in framing piles and timber in bulkhead wall and pier construction; to be skillful in rope knotting, in rafting timber for towing and in the handling of piles.

**Machine Woodworker:**

The duties of Machine Woodworkers are to operate and maintain in good working condition planers, circular, cross-cut and bandsaws, moulds, and all wood-turning machinery; to make and repair ladders, rungs, and wooden parts of wagons and buggies; to make necessary repairs to machines and tools.

**Pattern Maker:**

The duties of Pattern Makers are to make from plans and specifications patterns or models in wood, metal or plaster to be used to form moulds for metal castings and parts.

**Ship Carpenter:**

The duties of Ship Carpenters, which require skill in the use of axe, adze, auger, and other tools used in rough timber construction, are to frame up and build float stages and scows; to repair pontoons, scows, pile drivers and other floating equipment; to construct and fit mouldboards for concrete blocks and mass concrete on wall construction and forms for concrete construction in connection with pier work.

**Wood Sawyer:**

The duties of Wood Sawyers are to shape lumber and timber by cross-cut or other saws to specified measurements for use by carpenters or wheelwrights in construction work; to run planer, band and circular saws, if required, and to make repairs to the same.

**Wheelwright:**

The duties of Wheelwrights are to repair bodies, shafts, poles, wheels, spokes and running gears of wagons, trucks, carts, sprinklers, sweeping machines, fire apparatus, and all parts of vehicles requiring wood as material; to construct new bodies and other parts for wagons, trucks and carts.



**QUALIFICATIONS—**

1. Service as apprentice during the length of time locally stipulated by the respective trade.
2. Such additional qualifications as may be required by the Municipal Civil Service Commission.

**COMPENSATION—****Range of Annual Compensation for Regular Service Exclusive of Sundays or Sundays and Holidays:**

Carpenter (Manhattan), Machine Woodworker—\$1320 to \$1440 inclusive. Salary rates—\$1320, \$1380, \$1440.

Carpenter (Bronx, Brooklyn, Queens)—\$1200 to \$1320 inclusive. Salary rates—\$1200, \$1260, \$1320.

Carpenter (Richmond), Dockbuilder, Pattern Maker, Ship Carpenter, Wood Sawyer, Wheelwright—\$1080 to \$1200 inclusive. Salary rates—\$1080, \$1140, \$1200.

**Range of Annual Compensation for Regular Service Exclusive of Sundays, Holidays and Saturday Afternoons:**

Carpenter (Manhattan), Machine Woodworker—\$1200 to \$1320 inclusive. Salary rates—\$1200, \$1260, \$1320.

Carpenter (Bronx, Brooklyn, Queens)—\$1080 to \$1200 inclusive. Salary rates—\$1080, \$1140, \$1200.

Carpenter (Richmond), Dockbuilder, Pattern Maker, Ship Carpenter, Wood Sawyer, Wheelwright—\$960 to \$1080 inclusive. Salary rates—\$960, \$1020, \$1080.

**Per Diem Rates:**

The per diem compensation for work performed in this grade shall be the prevailing rate of wages for these occupations as provided by Section 3 of Article 2 of the New York State Labor Law.

Pending a complete investigation, the Bureau of Standards recommends the following rates, which appear to be the prevailing rates at the present time.\*

Carpenter—Manhattan .....	\$5.00	per day, 8 hours
"    Bronx .....	4.50	" " "
"    Brooklyn .....	4.50	" " "
"    Queens .....	4.50	" " "
"    Richmond .....	4.00	" " "
Dock Builder .....	4.00	" " "
Machine Woodworker .....	5.00	" " "
Pattern Maker .....	4.00	" " "
Ship Carpenter .....	4.00	" " "
Wood Sawyer .....	4.00	" " "
Wheelwright .....	4.00	" " "

\* Persons working under these titles may be paid the prevailing rate only when employed on the duties prescribed above.

**NOTES ON GRADE 1**

**Not Submitted for Adoption as Part of the Standard Specifications**

**GRADE 2 (T W 2)****TITLES OF POSITIONS—**

FOREMAN CARPENTER  
 FOREMAN DOCK BUILDER  
 FOREMAN SHIP CARPENTER

**DUTIES—**

The duties of incumbents of these positions are to supervise and be responsible for the work of employes in Grade 1 and of helpers in their own or related trades, including the planning and estimating of the cost of work, the requisition of and accounting for materials used, and the care of machinery, tools and equipment, and to perform the work of journeymen when required.

**QUALIFICATIONS—**

1. The minimum qualifications prescribed for Grade 1.
2. Not less than one year of experience in Grade 1, or if appointed otherwise than by promotion from Grade 1, in work of the character and standard of Grade 1.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

**COMPENSATION—****Foreman Carpenter (Manhattan):**

Range of annual compensation—\$1560 to \$1680 inclusive.  
 Salary rates—\$1560, \$1680.

**Foreman Carpenter (Brooklyn, Bronx, Queens):**

Range of annual compensation—\$1440 to \$1560 inclusive.  
 Salary rates—\$1440, \$1560.

**Foreman Carpenter (Richmond), Foreman Dock Builder, Foreman Ship Carpenter:**

Range of annual compensation—\$1320 to \$1440 inclusive.  
 Salary rates—\$1320, \$1440.

**SPECIAL REGULATION GOVERNING ADVANCEMENT—**

Beginning with the lowest rate, advancement within this grade is conditional upon appraisal under the rules of the Board of Estimate and Apportionment, indicating that the rate requested does not exceed the value of the work to be performed.

**NOTES ON GRADE 2**

**Not Submitted for Adoption as Part of the Standard Specifications**



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**PRESENT TITLES,  
SHOWING EXISTING CIVIL SERVICE CLASSIFICATION**

Group	Gr.	Title	SALARY RANGE†		EXEMPT	COMPETITIVE	NON-COMPETITIVE		LABOR
			Service Excl. of Sundays or Sundays and Holidays	Service Excl. of Sundays, Holidays and Sat. Afternoons			Title	Salary	
Bookbinder	1	Bookbinder	\$1140-1320			Bookbinder Foreman	Bookbr.		
Builder	1	Bricklayer Flagger Glazier Marble-setter Paver Stone-cutter Plasterer Ramnersman Stonemason	1560-1680 1200-1320 960-1080 1320-1440 1320-1440 1320-1440 1440-1560 1080-1200 1260-1380	\$1440-1560 1080-1200 840- 960 1200-1320 1200-1320 1200-1320 1320-1440 960-1080 1140-1260					Bricklayer Flagger Glazier Marble Polisher Marble Setter Stone Cutter Plasterer Rammer Cement Mason Stonemason
Diver	1 2 3	Ast. Diver Diver Chief Diver			\$3.50 per diem 1.25 per hour 1620-1920		Dept. of Docks and Ferries: Diver  Diver's Tender	\$10. 00 per diem  \$3.50 per diem	
Electrical Worker	1 2 3	Lineman Asst. Electrician Electrician Cable Splicer Foreman Electrician Foreman Cable Splicer	1260-1380 1260-1440	1140-1260 1140-1320	960-1140 960-1140 1500-1620 1560-1680	Electrician			Lineman Wireman Batteryman (Fire) Batteryman's Assistant (Fire) Cable Splicer (Fire)

† The salary ranges mentioned in this chart include only per annum rates for regular employment. Temporary employment will be compensated by per diem rates, based upon the prevailing rate, as required by the New York State Labor Law.



# **COMPARATIVE CLASSIFICATIONS—Continued** **SKILLED TRADES SERVICE**

PROPOSED TITLES, GRADES AND SALARY RANGES, IRRESPECTIVE OF CIVIL SERVICE CLASSIFICATION				PRESENT TITLES, SHOWING EXISTING CIVIL SERVICE CLASSIFICATION					
Group	Gr.	Title	SALARY RANGE		EXEMPT	COMPETITIVE	NON-COMPETITIVE		LABOR
			Service Excl. of Sundays or Sundays and Holidays	Service Excl. of Sundays, Holidays and Sat. Afternoons			No Time Limit Specified	Title	
Engineman	1	Fireman Oiler	\$828- 900 900- 972						Fireman (IV, Hospi- tals) Water Tender (Docks and Ferries) Oiler Craneman (Electric)
	2	Stationary Engi- neer	1200-1320			Asphalt Steam Roller Engineer	Otisville: Fireman	\$840	
	3	Stat. Eng. (Steam Roller)	1320-1440			Dynamo Engr. Stat. Engineer Pile Driv. Engr. Stat. Engr. (Elec- trical Pumping Sta.) Supervisory Engineer			
	4	Stat. Eng. (Pile Driver) Supervising En- gineman Chief Engineman	1320-1440		\$1620-2100 2340-2580				
Fire Telegraph Dispatcher	1	Fire Tel. Despr.							
	2	Sen. Fire Tel. De- spatcher			1200-1500				
	3	Chief Fire Tel. De- spatcher			1620-1920 2100-2280				
Leather Worker	1	Harnessmaker Shoemaker	1080-1200 960-1080	\$960-1080 840- 960			Dept. of Correc- tion: Shoemaker	900	Harnessmaker
	1	Marine Stoker Marine Water Ten- der Marine Oiler	828- 900 900- 972 900- 972				Dept. of Street Cleaning: Fireman	2.50 per diem	Marine Stoker



# **COMPARATIVE CLASSIFICATIONS—Continued** **SKILLED TRADES SERVICE**

PROPOSED TITLES, GRADES AND SALARY RANGES, IRRESPECTIVE OF CIVIL SERVICE CLASSIFICATION			PRESENT TITLES, SHOWING EXISTING CIVIL SERVICE CLASSIFICATION			
Group	Gr.	Title	SALARY RANGE		EXEMPT	COMPETITIVE
			Service Excl. of Sundays or Sundays and Holidays	Service Excl. of Sundays, Holidays and Sat. Afternoons		
	5	Supt. of Ferries				
Mechanic	1	Caulker	\$1080-1200	\$960-1080		
		Clock Repairer	1080-1200	960-1080		
		Hose and Tire Re- pairer	960-1080	840-960		
		Lamp Maker	1080-1200	960-1080		
		Machinist	1200-1320	1080-1200		
		Orthopedic Mechanic	1200-1320	1080-1200		
		Rigger	1080-1200	960-1080		
		Ship Caulker	1080-1200	960-1080		
		Tapper	1080-1200	960-1080		
		Foreman Machinist				
Metal Worker	1	Foreman Rigger				
		Foreman Mechanic				
		Blacksmith	1200-1320	1080-1200		
		Boilermaker	960-1080	840-960		
		Brass Finisher	1080-1200	960-1080		
		Bridge Mechanic and Riveter	1320-1440	1200-1320		
		Coremaker	960-1080	840-960		
		Horsehoer	1200-1320	1080-1200		
		House-smith	1320-1440	1200-1320		
		Moulder	1080-1200	960-1080		
		Nickelplater	1080-1200	960-1080		
		Sheet Metal Worker	1320-1440	1200-1320		

With me...

## SKILLED TRADES SERVICE

PROPOSED TITLES, GRADES AND SALARY RANGES, IRRESPECTIVE OF CIVIL SERVICE CLASSIFICATION					PRESENT TITLES, SHOWING EXISTING CIVIL SERVICE CLASSIFICATION					
Group	Gr.	Title	SALARY RANGE			EXEMPT	COMPETITIVE	NON-COMPETITIVE		LABOR
			Service Excl. of Sundays and Holidays	Service Excl. of Sundays, Holidays and Sat. Afternoons	No Time Limit Specified			Title	Salary	
	2	Foreman Blacksmith. Foreman Boiler-maker Foreman Bridge Mechanic and Riveter			\$1440-1560 1200-1320 1560-1680					Nickelplater (Fire) Sheet Metal Worker
Motor Driver	1	Motor Driver			1020-1320		Auto. Engineman	Dept. Pub. Char.: Auto. or Amb. Driver	\$960*	Auto. Engineman (with knowledge of hoisting)
	2	Mot. Truck Driver			960-1200			Auto. Engine-man. (Amb.)	1200*	
	3	Garage Supervisor			1440-1560			Seaview Hosp.: Amb. Engine-man	1200*	
	4	Asst. Supt. of Gar. Supt. of Garages			1680-2160 2700-3180			Dept. of Health: Auto. Engine-man (Amb.)	900*	
Painter	1	Painter	\$1080-1200 1200-1320	\$960-1080 1080-1200						Bridge Painter House Painter Decorator
	2	Grainer	1200-1320	1080-1200						Carriage Painter
		Letterer	1200-1320	1080-1200						Grainer
		Striper	1200-1320	1080-1200						Letterer
		Foreman Painter			1320-1440					Varnisher Striper

\*With maintenance.

**COMPARATIVE CLASSIFICATIONS—Continued**

PROPOSED TITLES, GRADES AND SALARY RANGES, IRRESPECTIVE OF CIVIL SERVICE CLASSIFICATION				PRESENT TITLES, SHOWING EXISTING CIVIL SERVICE CLASSIFICATION						
Group	Gr.	Title	SALARY RANGE			EXEMPT	COMPETITIVE	NON-COMPETITIVE		LABOR
			Service Excl. of Sundays or Sundays and Holidays	Service Excl. of Sundays, Holidays and Sat. Afternoons	No Time Limit Specified			Title	Salary	
Photographer	1	Photographer			\$1200-1620		Photographer			
Plumber and Pipe Fitter	1	Plumber Pipefitter Thermost. Repairer	\$1440-1560 1440-1560 1440-1560	* \$1320-1440 1320-1440 1320-1440				Otisville: Plumber	\$900	Plumber Thermostat Repairer
Printer	1	Pressfeeder Pressman Compositor			780- 852 1140-1280 1080-1200					Feeder Pressman Compositor
Rockworker	1	Blaster			Prevailing rate per diem					Blaster
Upholsterer	1	Upholsterer Shade Fitter			1140-1280 1020-1140					Upholsterer
Woodworker	1	Carpenter  Dock Builder Machine Wood- worker Pattern Maker	Manhattan: 1320-1440 Bx., Bkn. Qns.: 1200-1320 Richmond: 1080-1200 1080-1200	Manhattan: 1200-1320 Bx., Bkn. Qns.: 1080-1200 Richmond: 960-1080 960-1080				Otisville: Carpenter	936	Cabinetmaker Carriage-body Maker (Fire) Carriage Trimmer Carpenter Dock Builder Carpenter (IV, Hospi- tals) Machine Woodworker Pattern Maker

## COMPARATIVE CLASSIFICATIONS—Continued

PROPOSED TITLES, GRADES AND SALARY RANGES, IRRESPECTIVE OF CIVIL SERVICE CLASSIFICATION				PRESENT TITLES, SHOWING EXISTING CIVIL SERVICE CLASSIFICATION					
Group	Gr.	Title	SALARY RANGE		EXEMPT	COMPETITIVE	NON-COMPETITIVE		LABOR
			Service Excl. of Sundays or Sundays and Holidays	Service Excl. of Sundays, Holidays and Sat. Afternoons				Title.	
		Ship Carpenter Wood Sawyer Wheelwright	\$1080-1200 1080-1200 1080-1200	\$960-1080 960-1080 960-1080				Salary	
	2	Foreman Carpenter  Foreman Dock Builder Foreman Ship Car- penter		{ Manhattan: \$1560-1680 Bx., Bkn., Qns.: 1440-1560 Richmond: 1320-1440 1320-1440 1320-1440					Ship Carpenter Wheelwright

**COMPARATIVE CLASSIFICATIONS—Continued**  
**SKILLED TRADES SERVICE**  
Proposed Civil Service Classification, Showing New Titles, Grades and Salary Ranges

GROUP	EXEMPT	COMPETITIVE		NON-COMPETITIVE	LABOR					
		Gr.	Title		Salary Range	Gr.	Title	Salary Range for Services Exclusive of Sundays, or Sundays and Holidays	Salary Range for Serv. excl. of Sundays, Holidays & Saturday Afternoons	Salary Range with No Time Limit Specified
Bookbinder					1	Bookbinder	\$1140-1320			
Builder					1	Bricklayer Flagger Glazier Marble-setter Paver Stone-cutter Plasterer Rammersman Stonemason	1560-1680 1200-1320 960-1080 1320-1440 1200-1320 1320-1440 1440-1560 1080-1200 1260-1390	\$1440-1560 1080-1200 840-960 1200-1320 1200-1320 1200-1320 1320-1440 960-1080 1140-1260		
Diver		3	Chief Diver	\$1620-1920	1 2	Assistant Diver Diver				\$3.50 per diem. 1.25 per hour
Electrical Worker		3	Foreman Electrician Foreman Cable Splicer	1500-1620 1560-1680	1 2	Lineman Asst. Electrician Electrician Cable Splicer	1260-1380 1280-1440	1140-1260 1140-1320		960-1140 960-1140

**COMPARATIVE CLASSIFICATIONS—Continued**  
**SKILLED TRADES SERVICE**  
**Proposed Civil Service Classification, Showing New Titles, Grades and Salary Ranges**

GROUP	EXEMPT	COMPETITIVE		NON-COMPETITIVE	LABOR				
		Gr.	Title		Salary Range	Gr	Title	Salary Range for Services Exclusive of Sundays, or Sundays and Holidays	Salary Range for Serv. excl. of Sundays, Holidays & Saturday Afternoons
Engineman									
		2	Stat. Engineman Stat. Eng. (Stm. Roll.) Stat. Eng. (Pile Driver)	\$1200-1320 1320-1440 1320-1440		1	Fireman Oiler	\$828-900 900-972	
		3	Superv. Engineman	1620-2100					
		4	Chief Engineman	2340-2580					
Fire Telegraph Despatcher									
		1	Fire Tel. Despatcher	1200-1500					
		2 3	Sen. Fire Tel. Despatcher Chief Fire Tel. Despatcher	1620-1920 2100-2280					
Leather Worker						1	Harnessmaker Shoemaker	1080-1200 960-1080	960-1080 840-940
Marine Engineman						1	Marine Stoker Marine Water Tender Marine Oiler	828-900 900-972 900-972	
		2 3	Marine Engineman Chief Marine Engineer	1080-1200 Less than 100 gr. tons: 1200-1320 Not less than 100 and not exc. 500 gr. tons: 1320-1560 Over 500 and not exc. 1000 gr. tons: 1440-1680 Exc. 1000 gr. tons: 1560-1800					



# **COMPARATIVE CLASSIFICATIONS—Continued** **SKILLED TRADES SERVICE**

**Proposed Civil Service Classification. Showing New Titles, Grades and Salary Ranges**

GROUP	EXEMPT	COMPETITIVE		NON-COMPETITIVE	LABOR					
		Gr.	Title		Salary Range	Gr.	Title	Salary Range for Service Exclusive of Sundays, or Sundays and Holidays	Salary Range for Serv. excl. of Sundays, Holidays & Saturday Afternoons	Salary Range with No Time Limit Specified
Marine Officer										
		2 3 4	Mate Pilot Fire Pilot Master	\$888-984 1260-1380 1500-1620 100-1000 gr. tons: 1560-1800 Over 1000 gr. tons: 1680-1920 3600-4500		1	Deckhand			\$720-840
Mechanic										
		2	Foreman Machinist Foreman Mechanic Foreman Rigger	1440-1560 1440-1560 1320-1440		1	Caulker Clock Repairer Hose and Tire Repairer Lamp Maker Machinist Orthopedic Mechanic Rigger Ship Caulker Tapper	\$1080-1200 1080-1200 960-1080 1080-1200 1200-1320 1200-1320 1080-1200 1080-1200 960-1080 1080-1200	\$960-1080 960-1080 840-960 960-1080 1080-1200 1080-1200 960-1080 960-1080	
Metal Worker										
		3	Foreman Blacksmith Foreman Boilermaker Foreman Bridge Mechanic and Riveter	1440-1560 1200-1320 1560-1680		1	Blacksmith Boilermaker Brass Finisher Bridge Mech. & Riveter Coremaker Horsehoer Housesmith Moulder Nickel Plater Sheet Metal Worker	1200-1320 960-1080 1080-1200 1320-1440 960-1080 1200-1320 1320-1440 1080-1200 1080-1200 960-1080 1320-1440	1080-1200 840-960 960-1080 1200-1320 840-960 1080-1200 1200-1320 960-1080 960-1080 960-1080 1200-1320	

**SKILLED TRADES SERVICE**  
**Proposed Civil Service Classification, Showing New Titles, Grades and Salary Ranges**

GROUP	EXEMPT	COMPETITIVE		NON-COMPETITIVE	LABOR					
		Gr.	Title		Salary Range	Gr.	Title	Salary Range for Services Exclusive of Sundays, or Saturdays and Holidays	Salary Range for Serv. excl. of Sundays, Holidays & Saturday Afternoons	Salary Range with No Time Limit Specified
Motor Driver										
		1	Motor Driver	\$1020-1320						
		2	Motor Truck Driver	960-1200						
		3	Garage Supervisor	1440-1560						
Painter		4	Asst. Supt. of Garages	1680-2160						
		2	Supt. of Garages	2700-3180						
Painter			Foreman Painter	1320-1440		1	Painter Decorator Grainer Letterer Striper	\$1080-1200 1200-1320 1200-1320 1200-1320 1200-1320	\$960-1080 1080-1200 1080-1200 1080-1200 1080-1200	
Photographer		1	Photographer	1200-1620						
Plumber and Pipefitter						1	Plumber Pipefitter Thermostat Repairer	1440-1560 1440-1560 1440-1560	1320-1440 1320-1440 1320-1440	
						1	Press Feeder Pressman Compositor			\$780- 852 1140-1260 1080-1200
Printer						1				Prevailing rate
Rockworker						1	Blaster			1140-1260 1020-1140
Upholsterer						1	Upholsterer Shade Fitter			

# COMPARATIVE CLASSIFICATIONS—Continued

## SKILLED TRADES SERVICE

Proposed Civil Service Classification, Showing New Titles, Grades and Salary Ranges

GROUP	EXEMPT	COMPETITIVE		NON-COMPETITIVE	LABOR					
		Gr.	Title		Salary Range	Gr.	Title	Salary Range for Services Exclusive of Sundays, or Sundays and Holidays	Salary Range for Serv. excl. of Sundays, Holidays & Saturday Afternoons	Salary Range with No Time Limit Specified
Woodworker										
		2	Foreman Carpenter  Foreman Dock Builder Foreman Ship Carpenter	Manh't'n.: \$1560-1680 Bronx, Brooklyn, Queens: 1440-1560 Rich.: 1320-1440 1320-1440  1320-1440	1	Carpenter (Manhattan) Carpenter (Bronx, Brooklyn, Queens) Carpenter (Richmond) Dock Builder Machine Woodworker Pattern Maker Ship Carpenter Wood Sawyer Wheelwright	\$1320-1440 1200-1320 1080-1200 1080-1200 1320-1440 1080-1200 1080-1200 1080-1200 1080-1200	\$1200-1320 1080-1200 960-1080 960-1080 1200-1320 960-1080 960-1080 960-1080 960-1080		

## **LABOR SERVICE**



## GENERAL REGULATIONS AND RECOMMENDATIONS

### I. REGULATIONS GOVERNING AMOUNT OF INCREASES.

The general regulations governing amount of increases are embodied in the following table:

Laborers and other unskilled or slightly skilled employes—Advances of \$24 for employes paid on a strictly bi-monthly basis.

Advances of \$25.04 where convenience in preparing payrolls is attained by having all annual rates divisible by 313 8-hour days or \$25.04.

Assistant Foremen—Advances of \$48.

Foremen and other employes of similar rank, excepting Assistant Foremen or Laborers—Advances of \$60.

Salaries from \$1200 to \$1800.....advances of \$120

Salaries from \$1800 to \$2400.....advances of \$180

Salaries from \$2400 to \$3600.....advances of \$240

Salaries from \$3600 to \$4800.....advances of \$300

It has been found necessary to make special regulations governing increases from certain rates. Where there is a rate of \$1740 the increase appropriate to the range immediately above has been applied. Therefore the next rate after \$1740 is \$1920.

### II. RECOMMENDATION REGARDING CREATION OF SPECIALIZED TITLES.

The titles in the following groups are of course not exhaustive, but it is contemplated that few entirely new titles will be created. The Municipal Civil Service Commission will probably receive requests from time to time to hold specialized examinations for positions in the following groups. In some cases department heads will be able to show that the original or promotional list under the general title does not meet their needs. In this event it is recommended that the Municipal Civil Service Commission hold a specialized examination under the appropriate general title, adding the specialized title in brackets. This procedure is recommended generally in all groups. It will serve the purpose of retaining standard titles in all cases, of discouraging the creation of new and undescriptive titles and will also facilitate transfers where similarity of duties renders transfer desirable.



**LABOR SERVICE****SYMBOL (L)**

The term Labor Service is applied to those offices or employments the duties of whose incumbents are to perform manual work outside of institutions not requiring skill in a recognized trade, and to supervise the performance of such unskilled work, including incidentally supervision of mechanical or engineering forces engaged on maintenance work or of clerical forces.





## **CLEANER GROUP**

### **SYMBOL (L C)**

The term Cleaner Group is applied to those offices or employments of the Labor Service in which incumbents are required to perform such services in the maintenance of cleanliness in public buildings as may be assigned by superiors.

The training and experience which are required for admission to positions in the various grades and the specific duties of incumbents of these positions are set forth in the several grade specifications which follow.

### **GENERAL REGULATIONS GOVERNING ADVANCEMENT—**

Beginning with the lowest rate, advancement from rate to rate within each grade shall be made regularly in the preparation of the annual tax budget upon the completion of a term of at least one year of satisfactory service. Proof of satisfactory service shall be established by the efficiency records of the Municipal Civil Service Commission supplemented by investigation under the rules of the Board of Estimate and Apportionment. The standard of satisfactory service, which shall entitle an employe to an increase, shall be determined annually in the preparation of the tax budget and shall be progressively higher in each succeeding grade.

#### *Exceptions:*

1. In cases of conspicuous service or achievement recognized by the Board of Estimate and Apportionment, advancement may be made after the prescribed interval to a rate higher than the one immediately above.
2. Appointments to vacant positions made prior to February 1 of each year will be regarded as dating from January 1, when considering length of service in connection with salary increases.

**GRADE 1 (L C 1)****TITLES OF POSITIONS—**

CLEANER

CLEANER (WINDOWS)

**DUTIES—****Cleaner:**

The duties of Cleaners are to clean, sweep, dust, scrub and polish and to perform such other services in the maintenance of cleanliness in public buildings as may be assigned by superiors.

**Cleaner (Windows):**

The duties of Cleaners (Windows) are to clean and polish windows and to perform such other incidental work as may be assigned by superiors.

**COMPENSATION—****Cleaner:****Men:**

Range of annual compensation for full time service, averaging not less than seven hours a day—\$660 to \$780 inclusive.

Salary rates—\$660, \$684, \$708, \$732, \$756, \$780.

Part time service—30c. per hour.

**Women:**

Range of annual compensation for full time service averaging not less than seven hours a day—\$600 to \$720 inclusive.

Salary rates—\$600, \$624, \$648, \$672, \$696, \$720.

Part time service—25c. per hour.

**Cleaner (Windows):**

Range of annual compensation—\$708 to \$828 inclusive.

Salary rates—\$708, \$732, \$756, \$780, \$804, \$828.

**NOTES ON GRADE 1**

**Not Submitted for Adoption as Part of the Standard Specifications**

The following positions are appraised by the Bureau of Standards in this grade on the basis of duties performed by present incumbents:

Cleaner in the Municipal Building.



## **HOSTLER AND DRIVER GROUP**

SYMBOL (L H)

The term Hostler and Driver Group is applied to those employments of the Labor Service in which incumbents are required to perform duties incident to the care and driving of horses and the maintenance and repair of stables and equipment, to supervise the performance of this work, or to direct and be responsible for an entire transportation system.

The training and experience which are required for admission to positions in the various grades and the specific duties of incumbents of these positions are set forth in the several grade specifications which follow.

### **GENERAL REGULATIONS GOVERNING ADVANCEMENT—**

Beginning with the lowest rate, advancement from rate to rate within each grade shall be made regularly in the preparation of the annual tax budget upon the completion of a term of at least one year of satisfactory service. Proof of satisfactory service shall be established by the efficiency records of the Municipal Civil Service Commission supplemented by investigation under the rules of the Board of Estimate and Apportionment. The standard of satisfactory service, which shall entitle an employe to an increase, shall be determined annually in the preparation of the tax budget and shall be progressively higher in each succeeding grade.

#### *Exceptions:*

1. In cases of conspicuous service or achievement recognized by the Board of Estimate and Apportionment, advancement may be made after the prescribed interval to a rate higher than the one immediately above.
2. In those grades specifically designated, advancement shall be made only after an appraisal of the value of the work to be performed. In other grades specifically designated, the initial rate also shall be determined after an appraisal. These appraisals shall be made under the rules of the Board of Estimate and Apportionment.
3. Appointments to vacant positions made prior to February 1 of each year will be regarded as dating from January 1, when considering length of service in connection with salary increases.

**GRADE 1 (L H 1)****TITLES OF POSITIONS—**

STABLEMAN  
HOSTLER  
DRIVER

**DUTIES—****Stableman:**

The duties of Stablemen are to clean stables and equipment and to perform such other unskilled manual work in stables as may be required.

**Hostler:**

The duties of Hostlers are to care for, clean, feed and bed horses.

**Driver:**

The duties of Drivers are to drive and care for horses while outside of the stable.

**QUALIFICATIONS—**

1. Such qualifications as may be required by the Municipal Civil Service Commission.

**COMPENSATION—\*****Stableman:**

Range of annual compensation—\$726.16 to \$851.36 inclusive (\$720 to \$840).

Salary rates—\$726.16, \$751.20, \$776.24, \$801.28, \$826.32, \$851.36.

Wage range per diem—\$2.32 to \$2.72 inclusive.

Wage rates—\$2.32, \$2.40, \$2.48, \$2.56, \$2.64, \$2.72.

Wage range per hour—29c. to 34c. inclusive.

Wage rates—29c., 30c., 31c., 32c., 33c., 34c.

**Hostler:**

Range of annual compensation—\$751.20 to \$851.36 inclusive (\$744 to \$864).

Salary rates—\$751.20, \$776.24, \$801.28, \$826.32, \$851.36.

Wage range per diem—\$2.40 to \$2.72 inclusive.

Wage rates—\$2.40, \$2.48, \$2.56, \$2.64, \$2.72.

Wage range per hour—30c. to 34c. inclusive.

Wage rates—30c., 31c., 32c., 33c., 34c.

**Driver:**

Range of annual compensation—\$776.24 to \$876.40 inclusive (\$768 to \$888).

Salary rates—\$776.24, \$801.28, \$826.32, \$851.36, \$876.40.

Wage range per diem—\$2.48 to \$2.80 inclusive.

Wage rates—\$2.48, \$2.56, \$2.64, \$2.72, \$2.80.

Wage range per hour—31c. to 35c. inclusive.

Wage rates—31c., 32c., 33c., 34c., 35c.

\* The above per annum rates are based upon the supposition that the City will pay this class of employes for 313 days' work, that is, will pay them for a year's work minus Sundays. Employes who work Sundays should be compensated for overtime at the per hour and per diem rates which they are receiving for their daily work. Employes on a per annum basis, who work less than 313 days, for example, employes who work 303 days and do not work on holidays, should not be paid when they are absent from work. Deductions for absence should be made on the same basis as additions for overtime.

**NOTES ON GRADE 1**

**Not Submitted for Adoption as Part of the Standard Specifications**



**GRADE 2 (L H 2)****TITLES OF POSITIONS—**

STABLE FOREMAN

**DUTIES—**

The duties of incumbents of these positions, which involve supervision of the work of employes in Grade 1, of laborers and other employes, are to be responsible for the maintenance and operation of a large stable or a group of small stables, including the care of horses, equipment and supplies.

**QUALIFICATIONS—**

1. The minimum qualifications prescribed for Grade 1.
2. Not less than one year of experience in Grade 1, or if appointed otherwise than by promotion from Grade 1, in work of the character and standard of Grade 1.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

**COMPENSATION—**

Range of annual compensation—\$1080 to \$1260 inclusive.

Salary rates—\$1080, \$1140, \$1200, \$1260.

Per diem rate—\$4 for less than 313 days of service.

For service of 313 days or more, salary shall be paid on a per annum basis.

**SPECIAL REGULATION GOVERNING ADVANCEMENT—**

Beginning with the lowest rate, advancement within this grade is conditional upon appraisal under the rules of the Board of Estimate and Apportionment, indicating that the rate requested does not exceed the value of the work to be performed.

**NOTES ON GRADE 2**

**Not Submitted for Adoption as Part of the Standard Specifications** ✓

**GRADE 3 (L H 3)****TITLES OF POSITIONS—****SUPERINTENDENT OF STABLES****DUTIES—**

The duties of incumbents of these positions, which involve supervision of employes in Grades 1 and 2, and of laborers, mechanics and other employes, are to direct and be responsible for an entire important transportation system, including the maintenance and operation of stables, the purchasing and care of horses, equipment and supplies, the keeping of necessary records, the inspection of stables and investigation of complaints.

**QUALIFICATIONS—**

1. Not less than three years of experience in a supervisory capacity in transportation work.
2. Such additional qualifications as may be required by the Municipal Civil Service Commission.

**COMPENSATION—**

Range of annual compensation—\$2100 to \$2700 inclusive.

Salary rates—\$2100, \$2280, \$2460, \$2700.

**SPECIAL REGULATION GOVERNING ADVANCEMENT—**

Persons entering this grade need not necessarily begin at the lowest rate. Fixation of the initial salary rate and advancement within this grade are conditional upon appraisal under the rules of the Board of Estimate and Apportionment indicating that the rate requested does not exceed the value of the work to be performed.

**NOTES ON GRADE 3**

**Not Submitted for Adoption as Part of the Standard Specifications**

The following positions are appraised by the Bureau of Standards in this grade on the basis of duties performed by present incumbents:

Superintendent of Stables in the Police Department.



## **LABORER GROUP**

### **SYMBOL (L L)**

The term Laborer Group is applied to those offices or employments of the Labor Service in which incumbents are required to perform unskilled manual work or skilled manual work other than that outlined in the Skilled Trades Service or to supervise such work.

The training and experience which are required for admission to positions in the various grades and the specific duties of incumbents of these positions are set forth in the several grade specifications which follow.

### **GENERAL REGULATIONS GOVERNING ADVANCEMENT—**

Beginning with the lowest rate, advancement from rate to rate within each grade shall be made regularly in the preparation of the annual tax budget upon the completion of a term of at least one year of satisfactory service. Proof of satisfactory service shall be established by the efficiency records of the Municipal Civil Service Commission supplemented by investigation under the rules of the Board of Estimate and Apportionment. The standard of satisfactory service, which shall entitle an employe to an increase, shall be determined annually in the preparation of the tax budget and shall be progressively higher in each succeeding grade.

#### *Exceptions:*

1. In cases of conspicuous service or achievement recognized by the Board of Estimate and Apportionment, advancement may be made after the prescribed interval to a rate higher than the one immediately above.
2. In those grades specifically designated, advancement shall be made only after an appraisal of the value of the work to be performed. In other grades specifically designated the initial rate also shall be determined after an appraisal. These appraisals shall be made under the rules of the Board of Estimate and Apportionment.
3. Appointments to vacant positions made prior to February 1 of each year will be regarded as dating from January 1, when considering length of service in connection with salary increases.

**GRADE 1 (L L 1)****TITLES OF POSITIONS—****LABORER****DUTIES—**

The duties of incumbents of these positions are to perform under supervision manual work in the construction or maintenance of public works or other work not requiring skill and mental training and for which physical strength is the most essential qualification.

**QUALIFICATIONS—**

1. Such qualifications as may be required by the Municipal Civil Service Commission.

**COMPENSATION—****Laborers Employed in New York City:**

\*Wage range per diem—\$2.32 to \$2.72 inclusive.

Wage rates—\$2.32, \$2.40, \$2.48, \$2.56, \$2.64, \$2.72.

Wage range per hour—29c. to 34c. inclusive.

Wage rates—29c., 30c., 31c., 32c., 33c., 34c.

**Laborers Employed Outside of New York City:**

\*Wage range per diem—\$1.60 and up.

Wage rates—\$1.60, \$1.68, \$1.76, \$1.84, \$1.92, \$2.†

Wage range per hour—20c. to 25c. inclusive.

Wage rates—20c., 21c., 22c., 23c., 24c., 25c.

**SPECIAL REGULATION GOVERNING ADVANCEMENT—****Laborers Employed Outside of New York City:**

Persons entering this grade need not necessarily begin at the lowest rate. Fixation of the initial salary rate and advancement within this grade are conditional upon appraisal under the rules of the Board of Estimate and Apportionment indicating that the rate requested does not exceed the value of the work to be performed.

\*Advancement from rate to rate shall be granted only to laborers having served a minimum of 150 days during the preceding year.

† No recommendation is made above \$2.

**NOTES ON GRADE 1**

**Not Submitted for Adoption as Part of the Standard Specifications**



**GRADE 2 (L L 2)****TITLES OF POSITIONS—**

SKILLED LABORER

SKILLED LABORER (MARINE SOUNDER)

**DUTIES—****Skilled Laborer:**

The duties of Skilled Laborers are to perform under supervision difficult manual work in the construction or maintenance of public works or other work requiring skill and dependability and for which physical strength is an essential qualification.

*Examples:*

Cleaning spans of bridges.

Acting as sewer cleaner.

Cutting, mixing, raking and tamping asphalt.

Sawing and placing timber for shoring.

Acting as helpers to journeymen in the Skilled Trades Service.

**Skilled Laborer (Marine Sounder):**

The duties of Skilled Laborers (Marine Sounder) are to determine, by means of rods, chains, or discs, the nature of the river bottom and the position and depth under water of wrecks, derelicts, or other obstructions, and to perform such incidental work as may be required.

**QUALIFICATIONS—**

1. Such qualifications as may be required by the Municipal Civil Service Commission.

**COMPENSATION—****Skilled Laborers Employed in New York City:**

Range of annual compensation—\$876.40 to \$951.52 inclusive.

Salary rates—\$876.40, \$901.44, \$926.48, \$951.52.

\*Wage range per diem—\$2.80 to \$3.04 inclusive.

Wage rates—\$2.80, \$2.88, \$2.96, \$3.04.

Wage range per hour—35c. to 38c. inclusive.

Wage rates—35c., 36c., 37c., 38c.

**Skilled Laborers Employed Outside of New York City:**

\*Wage range per diem—\$2 and up.

Wage rates—\$2, \$2.08, \$2.16, \$2.24, \$2.32, \$2.40.†

Wage range per hour—25c. to 30c. inclusive.

Wage rates—25c., 26c., 27c., 28c., 29c., 30c.

**SPECIAL REGULATION GOVERNING ADVANCEMENT—****Skilled Laborers Employed in New York City:**

Beginning with the lowest rate, advancement within this grade is conditional upon appraisal under the rules of the Board of Estimate and Apportionment, indicating that the rate requested does not exceed the value of the work to be performed.

**Skilled Laborers Employed Outside of New York City:**

Persons entering this grade need not necessarily begin at the lowest rate. Fixation of the initial salary rate and advancement within this grade are conditional upon appraisal under the rules of the Board of Estimate and Apportionment indicating that the rate requested does not exceed the value of the work to be performed.

\*Advancement from rate to rate shall be granted only to laborers having served a minimum of 150 days during the preceding year.

† No recommendation is made above \$2.40.

**NOTES ON GRADE 2**

**Not Submitted for Adoption as Part of the Standard Specifications**

**GRADE 3 (L L 3)****TITLES OF POSITIONS—****ASSISTANT FOREMAN****DUTIES—**

The duties of incumbents of these positions are to assist foremen in the supervision of gangs of laborers, or to supervise and assume entire responsibility for small gangs of laborers where no foreman is required, and to make such reports of location, time and quantity of, and men and materials used on work as may be required.

**QUALIFICATIONS—**

1. The minimum qualifications prescribed for Grade 1 or Grade 2.
2. Not less than three years of experience in Grade 1 or Grade 2, or if appointed otherwise than by promotion from Grade 1 or Grade 2, in work of the character and standard of Grade 1 or Grade 2.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

**COMPENSATION—****Assistant Foremen Employed in New York City:**

Range of annual compensation—\$900 to \$1044 inclusive.

Salary rates—\$900, \$948, \$996, \$1044.

Per diem rate—\$3.25 for less than 313 days' service. For service of 313 days or more, salary shall be paid on a per annum basis.

**Assistant Foremen Employed Outside of New York City:**

Range of annual compensation—\$780 and up.

Salary rates—\$780, \$828, \$876, \$924.\*

**SPECIAL REGULATION GOVERNING ADVANCEMENT—****Assistant Foremen Employed in New York City:**

Beginning with the lowest rate, advancement within this grade is conditional upon appraisal under the rules of the Board of Estimate and Apportionment, indicating that the rate requested does not exceed the value of the work to be performed.

**Assistant Foremen Employed Outside of New York City:**

Persons entering this grade need not necessarily begin at the lowest rate. Fixation of the initial salary rate and advancement within this grade are conditional upon appraisal under the rules of the Board of Estimate and Apportionment indicating that the rate requested does not exceed the value of the work to be performed

\* No recommendation is made above \$924.

### **NOTES ON GRADE 3**

#### **Not Submitted for Adoption as Part of the Standard Specifications**

The following positions are appraised by the Bureau of Standards in this grade on the basis of duties performed by present incumbents:

Foremen in charge of small gangs or assisting foremen in charge of large gangs in the care and operation of bridges in the Department of Bridges.

Foremen in charge of small monument gangs in the Bureaus of Highways in the various boroughs.

**GRADE 4 (L L 4)****TITLES OF POSITIONS—****FOREMAN****FOREMAN ASPHALT WORKER****DUTIES—****Foreman:**

The duties of Foremen are to supervise and be responsible for large gangs of laborers, including other employes in the lowest grades of the Labor Service, and to make such reports of location, time and quantity of, and men and materials used on work as may be required.

**Foreman Asphalt Worker:**

The duties of Foremen Asphalt Workers are to take charge of street gangs including skilled asphalt workers in asphalt repair work.

**QUALIFICATIONS—**

1. The minimum qualifications prescribed for Grade 3.
2. Not less than one year of experience in Grade 3, or if appointed otherwise than by promotion from Grade 3, in work of the character and standard of Grade 3.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

**COMPENSATION—****Foremen Employed in New York City:**

Range of annual compensation—\$1080 to \$1260 inclusive.

Salary rates—\$1080, \$1140, \$1200, \$1260.

Per diem rate—\$4 for less than 313 days' service. For service of 313 days or more, salary shall be paid on a per annum basis.

**Foremen Employed Outside of New York City:**

Range of annual compensation—\$960 to \$1080 inclusive.

Salary rates—\$960, \$1020, \$1080.

**Foreman Asphalt Worker:**

Range of annual compensation—\$1200 to \$1440 inclusive.

Salary rates—\$1200, \$1320, \$1440.

**SPECIAL REGULATION GOVERNING ADVANCEMENT—****Foremen Employed in New York City, Foreman Asphalt Worker:**

Beginning with the lowest rate, advancement within this grade is conditional upon appraisal under the rules of the Board of Estimate and Apportionment indicating that the rate requested does not exceed the value of the work to be performed.

**Foremen Employed Outside of New York City:**

Persons entering this grade need not necessarily begin at the lowest rate. Fixation of the initial salary rate and advancement within this grade are conditional upon appraisal under the rules of the Board of Estimate and Apportionment indicating that the rate requested does not exceed the value of the work to be performed.

## **NOTES ON GRADE 4**

### **Not Submitted for Adoption as Part of the Standard Specifications**

The following positions are appraised by the Bureau of Standards in this grade on the basis of duties performed by present incumbents:

Foremen in charge of repair gangs in the Bureaus of Highways in the various boroughs.

**GRADE 5 (L L 5)****TITLES OF POSITIONS—****GENERAL FOREMAN****DUTIES—**

The duties of incumbents of these positions are to direct and be responsible for the work of a number of gangs of laborers under the supervision of foremen and assistant foremen, including other employes in the lowest grades of the Skilled Trades and Labor Services.

**QUALIFICATIONS—**

1. The minimum qualifications prescribed for Grade 4.
2. Not less than one year of experience in Grade 4, or if appointed otherwise than by promotion from Grade 4, in work of the character and standard of Grade 4.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

**COMPENSATION—****General Foremen Employed in New York City:**

Range of annual compensation—\$1380 to \$1920 inclusive.

Salary rates—\$1380, \$1500, \$1620, \$1740, \$1920.

**General Foremen Employed Outside of New York City:**

Range of annual compensation—\$1200 to \$1440 inclusive.

Salary rates—\$1200, \$1320, \$1440.

**SPECIAL REGULATION GOVERNING ADVANCEMENT—**

Persons entering this grade need not necessarily begin at the lowest rate. Fixation of the initial salary rate and advancement within this grade are conditional upon appraisal under the rules of the Board of Estimate and Apportionment indicating that the rate requested does not exceed the value of the work to be performed.

**NOTES ON GRADE 5****Not Submitted for Adoption as Part of the Standard Specifications**

The following positions are appraised by the Bureau of Standards in this grade on the basis of duties performed by present incumbents:

General Foreman in charge of bridge tenders, enginemen, machinists, stokers, oilers and laborers comprising the operating forces on movable bridges in the Department of Bridges.

Foreman in charge of the administration building of the Department of Health, Borough of Manhattan, involving supervision of laborers, watchmen, cleaners, etc., making minor repairs to heating apparatus and plumbing, building furniture, receiving and shipping goods to hospitals, laboratories and clinics.

Foreman in charge of a mosquito prevention gang.

General Foreman in charge of gangs engaged in the repair work in a large district or ward in the Bureaus of Highways in the various boroughs.

General Foreman in charge of sewer and sewer basin cleaning gangs in the Bureaus of Sewers in the various boroughs.

General Foreman in charge of stables and yards in the Bureau of Sewers in the Borough of the Bronx.



**GRADE 6 (L L 6)****TITLES OF POSITIONS—****SUPERINTENDENT OF MAINTENANCE****DUTIES—**

The duties of incumbents of these positions are to direct and be responsible for large gangs of laborers under general foremen and foremen engaged in the maintenance and repair of public works, or in other similar maintenance work.

**QUALIFICATIONS—**

1. The minimum qualifications prescribed for Grade 5.
2. Not less than one year of experience in Grade 5, or if appointed otherwise than by promotion from Grade 5, in work of the character and standard of Grade 5.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

**COMPENSATION—**

Range of annual compensation—\$2100 to \$2700 inclusive.

Salary rates—\$2100, \$2280, \$2460, \$2700.

**SPECIAL REGULATION GOVERNING ADVANCEMENT—**

Persons entering this grade need not necessarily begin at the lowest rate. Fixation of the initial salary rate and advancement within this grade are conditional upon appraisal under the rules of the Board of Estimate and Apportionment indicating that the rate requested does not exceed the value of the work to be performed.

## **NOTES ON GRADE 6**

### **Not Submitted for Adoption as Part of the Standard Specifications**

The following positions are appraised by the Bureau of Standards in this grade on the basis of duties performed by present incumbents:

Superintendent of all maintenance gangs in the Boroughs of Manhattan and Bronx in the Department of Water Supply, Gas and Electricity, responsible for the repair of all breaks in pipe lines.



## **PARK WORKER GROUP**

### **SYMBOL (LP)**

The term Park Worker Group is applied to those offices or employments of the Labor Service in which incumbents are required to perform manual work incident to the maintenance of public parks or to supervise or direct such work.

The training and experience which are required for admission to positions in the various grades and the specific duties of incumbents of these positions are set forth in the several grade specifications which follow.

### **GENERAL REGULATIONS GOVERNING ADVANCEMENT—**

Beginning with the lowest rate, advancement from rate to rate within each grade shall be made regularly in the preparation of the annual tax budget upon the completion of a term of at least one year of satisfactory service. Proof of satisfactory service shall be established by the efficiency records of the Municipal Civil Service Commission supplemented by investigation under the rules of the Board of Estimate and Apportionment. The standard of satisfactory service, which shall entitle an employe to an increase, shall be determined annually in the preparation of the tax budget and shall be progressively higher in each succeeding grade.

#### *Exceptions:*

1. In cases of conspicuous service or achievement recognized by the Board of Estimate and Apportionment, advancement may be made after the prescribed interval to a rate higher than the one immediately above.

2. In those grades specifically designated, advancement shall be made only after an appraisal of the value of the work to be performed. In other grades specifically designated the initial rate also shall be determined after an appraisal. These appraisals shall be made under the rules of the Board of Estimate and Apportionment.

3. Appointments to vacant positions made prior to February 1 of each year will be regarded as dating from January 1, when considering length of service in connection with salary increases.

**GRADE 1 (L P 1)****TITLES OF POSITIONS—**

PARK LABORER

PARK LABORER (CLIMBER AND PRUNER)

**DUTIES—****Park Laborer:**

The duties of Park Laborers are to perform, under supervision, simple manual work incident to the fertilization of soil, the care of lawns, the planting and propagation of flowers, plants and shrubs, or other work incident to the maintenance and protection of park property.

*Examples:*

Performing simple gardening work not calling for any special technical skill.

Cutting grass, raking lawns, and shovelling snow.

Cleaning comfort stations where no caretakers are employed.

**Park Laborer (Climber and Pruner):**

The duties of Park Laborers (Climber and Pruner), which require ability to climb trees, are to perform, under supervision, simple manual work incident to the planting, spraying, pruning and trimming of trees or other related work.

**QUALIFICATIONS—**

1. Such qualifications as may be required by the Municipal Civil Service Commission.

**COMPENSATION—**

Range of annual compensation—\$726.16 to \$851.36 inclusive.

Salary rates—\$726.16, \$751.20, \$776.24, \$801.28, \$826.32, \$851.36.

Wage range per diem—\$2.32 to \$2.72 inclusive.\*

Wage rates—\$2.32, \$2.40, \$2.48, \$2.56, \$2.64, \$2.72.

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\*Advancement from rate to rate shall be granted only to employes having served a minimum of 150 days during the preceding year.

**NOTES ON GRADE 1**

**Not Submitted for Adoption as Part of the Standard Specifications**

**GRADE 2 (LP 2)****TITLES OF POSITIONS—**

PARK FOREMAN  
GARDENER

**DUTIES—****Park Foreman:**

The duties of Park Foremen are to plan and supervise the work of a number of employes in Grade 1 or other laborers.

*Examples:*

Taking charge of a gang of climbers and pruners.

Taking charge of a gang repairing park roadways.

**Gardener:**

The duties of Gardeners, which require a high degree of gardening skill and which may include supervision of laborers in Grade 1 or other employes, are to perform or to instruct other employes in the performance of technical work relating to the planting, propagation, cultivation and care of flowers, plants and shrubs.

*Examples:*

Setting out bulbs and plants.

Assisting head gardener in greenhouse work.

Directing a gang of park laborers in the care of flower beds or shrubberies.

**QUALIFICATIONS—****Park Foreman:**

1. The minimum qualifications prescribed for Grade 1.
2. Not less than one year of experience in Grade 1 or, if appointed otherwise than by promotion from Grade 1, in work of the character and standard of Grade 1.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

**Gardener:**

1. Not less than two years of experience in gardening work recognized by the Municipal Civil Service Commission as qualifying.
2. Such additional qualifications as may be required by the Municipal Civil Service Commission.

**COMPENSATION—****Park Foreman:**

Range of annual compensation—\$960 to \$1200 inclusive.

Salary rates—\$960, \$1020, \$1080, \$1140, \$1200.

Per diem rate—\$3.25.

**Gardener:**

Range of annual compensation—\$900 to \$1140 inclusive.

Salary rates—\$900, \$960, \$1020, \$1080, \$1140.

Per diem rate—\$3.00.

**NOTES ON GRADE 2**

**Not Submitted for Adoption as Part of the Standard Specifications**

The following positions are appraised by the Bureau of Standards in this grade on the basis of duties performed by present incumbents:

Park Foreman in charge of a section (Borough of Manhattan).



**GRADE 3 (LP 3)****TITLES OF POSITIONS—**

DISTRICT PARK FOREMAN  
HEAD GARDENER

**DUTIES—****District Park Foreman:**

The duties of District Park Foremen, which include supervision of the work of employes in Grades 1 and 2, are to be responsible for the unskilled laboring work of an assigned park district.

**Head Gardener:**

The duties of Head Gardeners, which include supervision of Gardeners in Grade 2, are to take charge of greenhouses and to be responsible for the gardening work of one or more boroughs.

**QUALIFICATIONS—****District Park Foreman:**

1. The minimum qualifications prescribed for Park Foreman in Grade 2.
2. Not less than one year of experience as Park Foreman in Grade 2, or if appointed otherwise than by promotion from Grade 2, in work of the character and standard of Grade 2.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

**Head Gardener:**

1. The minimum qualifications prescribed for Gardener in Grade 2.
2. Not less than two years of experience as Gardener in Grade 2, or if appointed otherwise than by promotion from Grade 2, in work of the character and standard of Grade 2.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

**COMPENSATION—****District Park Foreman:**

Range of annual compensation—\$1260 to \$1740 inclusive.  
Salary rates—\$1260, \$1380, \$1500, \$1620, \$1740.  
Per diem rate—\$4.00.

**Head Gardener:**

Range of annual compensation—\$1380 to \$1920 inclusive.  
Salary rates—\$1380, \$1500, \$1620, \$1740, \$1920.

**SPECIAL REGULATION GOVERNING ADVANCEMENT—**

Beginning with the lowest rate, advancement within this grade is conditional upon appraisal under the rules of the Board of Estimate and Apportionment indicating that the rate requested does not exceed the value of the work to be performed.

**NOTES ON GRADE 3**

**Not Submitted for Adoption as Part of the Standard Specifications**

The following positions are appraised by the Bureau of Standards in this grade on the basis of duties performed by present incumbents:

District Park Foreman in charge of a unit composed of several sections (Borough of Manhattan).

**GRADE 4 (L P 4)****TITLES OF POSITIONS—****SUPERINTENDENT OF PARKS****DUTIES—**

The duties of incumbents of these positions are to direct, inspect and report on the work of employes in Grades 1, 2 and 3 and of other employes engaged in the care and maintenance of parks and parkways, to advise with the Commissioner on questions involving the use of parks by the public, and to perform such other related work as may be assigned.

**QUALIFICATIONS—**

1. The minimum qualifications prescribed for District Foreman in Grade 3.
2. Not less than two years of experience as District Foreman in Grade 3, or if appointed otherwise than by promotion from Grade 3, in work of the character and standard of Grade 3.
3. Such additional qualifications as may be required by the Municipal Civil Service Commission.

**COMPENSATION—**

Range of annual compensation—\$2700 to \$3960 inclusive.

Salary rates—\$2700, \$2940, \$3180, \$3420, \$3660, \$3960.

**SPECIAL REGULATION GOVERNING ADVANCEMENT—**

Persons entering this grade need not necessarily begin at the lowest rate. Fixation of the initial salary rate and advancement within this grade are conditional upon appraisal under the rules of the Board of Estimate and Apportionment indicating that the rate requested does not exceed the value of the work to be performed.

## **NOTES ON GRADE 4**

### **Not Submitted for Adoption as Part of the Standard Specifications**

The position of Superintendent of Parks at present exists only in the Boroughs of Brooklyn and Bronx.

It is recommended that a position as Engineer and Superintendent be established in each borough. (See Grades 4 and 5 of the Engineer Group of the Professional Service.) Should consolidation of the various existing park units be effected under a single Commissioner, a position as Chief Engineer of Parks should be established combining the duties of Engineer and Superintendent over the whole park system of Greater New York, and the incumbent should supervise the work of four borough engineers of maintenance and operation.



## MISCELLANEOUS LABORER GROUP

### SYMBOL (LZ)

The term Miscellaneous Laborer Group is applied to those offices or employments of the Labor Service in which incumbents are required to perform routine or specialized laboring work of an exceptional nature not included in the other groups of the Labor Service.

The training and experience which are required for admission to positions in the various grades and the specific duties of incumbents of these positions are set forth in the several grade specifications which follow.

### GENERAL REGULATIONS GOVERNING ADVANCEMENT—

Beginning with the lowest rate, advancement from rate to rate within each grade shall be made regularly in the preparation of the annual tax budget upon the completion of a term of at least one year of satisfactory service. Proof of satisfactory service shall be established by the efficiency records of the Municipal Civil Service Commission supplemented by investigation under the rules of the Board of Estimate and Apportionment. The standard of satisfactory service, which shall entitle an employe to an increase, shall be determined annually in the preparation of the tax budget and shall be progressively higher in each succeeding grade.

#### *Exceptions:*

1. In cases of conspicuous service or achievement recognized by the Board of Estimate and Apportionment, advancement may be made after the prescribed interval to a rate higher than the one immediately above.
2. In those grades specifically designated, advancement shall be made only after an appraisal of the value of the work to be performed. In other grades specifically designated, the initial rate also shall be determined after an appraisal. These appraisals shall be made under the rules of the Board of Estimate and Apportionment.
3. Appointments to vacant positions made prior to February 1 of each year will be regarded as dating from January 1, when considering length of service in connection with salary increases.

**GRADE 1 (L Z 1)****TITLES OF POSITIONS—**

LABORER (WATCHMAN)\*  
LABORER (STORES)

**DUTIES—****Laborer (Watchman):**

The duties of Laborers (Watchman), which may include cleaning or other light laboring work when so directed, are to perform watchman work of minor consequence in the protection of property owned or controlled by or in the custody of the City from theft, fire or other injury or danger.

**Laborer (Stores):**

The duties of Laborers (Stores), which require ability to read, write and understand English, and to perform simple arithmetical calculations, are to pack, unpack, receive, distribute and otherwise handle supplies, materials and equipment under the supervision of a Stores Foreman or a Storekeeper, to be responsible for the cleaning and orderliness of bins, floors, etc., and to perform under supervision such simple clerical work as may be required.

**QUALIFICATIONS—**

1. Such qualifications as may be required by the Municipal Civil Service Commission.

**COMPENSATION—****Laborer (Watchman):**

Annual compensation—\$600.

**Laborer (Stores):**

Range of annual compensation—\$744 to \$864 inclusive.

Salary rates—\$744, \$768, \$792, \$816, \$840, \$864.

\*It is recommended that heads of departments appoint for watchman work of minor consequence superannuated laborers and other superannuated employees unable to perform more arduous duties. Such employees may be transferred to the position of Laborer (Watchman).

**NOTES ON GRADE 1**

**Not Submitted for Adoption as Part of the Standard Specifications**





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# COMPARATIVE CLASSIFICATIONS LABOR SERVICE

PROPOSED TITLES, GRADES AND SALARY RANGES IRRESPECTIVE OF CIVIL SERVICE CLASSIFICATION				PRESENT TITLES SHOWING EXISTING CIVIL SERVICE CLASSIFICATION				
Group	Gr.	Title	Salary Range	EXEMPT	COMPETITIVE		NON-COMPETITIVE	Labor
Cleaner	1	Cleaner	{ Men— \$660-780 30c. per hour Women— \$600-720 25c. per hour \$708-828 }	Title	Title		Title	Title
		Cleaner (Windows)						Cleaner—Women Cleaner—Men
Hostler and Driver	1	Stableman	{ \$726.16-851.36 per annum \$2.32-2.72 per diem 29c.-34c. per hr. \$751.20-851.36 per annum \$2.40-2.72 per diem 30c.-34c. per hr. \$776.24-876.40 per annum \$2.48-2.80 per diem 31c.-35c. per hr. \$1080-1260 4.00 per diem 2100-2700 }					Stableman Hostler Driver
		Hostler						
		Driver						
	2 3	Stable Foreman Superintendent of Stables						Police Dept.: Supt. of Transportation

# **COMPARATIVE CLASSIFICATIONS—Continued** **LABOR SERVICE**

PROPOSED TITLES, GRADES AND SALARY RANGES IRRESPECTIVE OF CIVIL SERVICE CLASSIFICATION				PRESENT TITLES SHOWING EXISTING CIVIL SERVICE CLASSIFICATION					
Group	Gr.	Title	Salary Range	EXEMPT	COMPETITIVE		NON-COMPETITIVE		LABOR
				Title	Title	Salary	Title	Salary	Title
Laborer	1	Laborer	(In New York City: \$2.32-2.72 per diem 20c.-34c. per hr. Outside New York City: \$1.60 and up per diem (20c.-25c. per hr. In New York City: \$876.40-951.52 per annum \$2.80-3.04 per diem 35c.-38c. per hr. Outside New York City: \$2.00 and up per diem 25c.-30c. per hr. In New York City: \$900-1044 per annum \$3.25 per diem Outside New York City: \$780 and up		Asst. Foreman Foreman General Foreman				Laborer Sewer Cleaner Asphalt Worker Electrician's Helper Elevator Constructor's Helper Machinist's Helper Marble Setter's Helper Mason's Helper Blacksmith's Helper Boilermaker's Helper Plumber's Helper Steamfitter's Helper Marine Sounder
	2	Skilled Laborer Skilled Laborer (Marine Sounder)							
	3	Asst. Foreman							

## LABOR SERVICE

PROPOSED TITLES, GRADES AND SALARY RANGES IRRESPECTIVE OF CIVIL SERVICE CLASSIFICATION				PRESENT TITLES SHOWING EXISTING CIVIL SERVICE CLASSIFICATION					
Group	Gr.	Title	Salary Range	EXEMPT	COMPETITIVE		NON-COMPETITIVE		LABOR
				Title	Title	Salary	Title	Salary	Title
Laborer— Cont'd	4	Foreman	In New York City: \$1080-1280 per annum \$1.00 per diem Outside New York City: \$960-1080 \$1200-1440						
	5	Foreman Asphalt Worker General Foreman	In New York City: \$1380-1920 Outside New York City: \$1200-1440 \$2100-2700						
	6	Supt. of Maintenance							
	1	Park Laborer (Climber and Pruner)	\$726.16-851.36 \$2.32-2.72 per diem		Gardener Head Gardener 2 Asst. Supt. of Parks (Bronx)				Climber and Pruner
	2	Park Foreman	\$960-1200 \$3.25 per diem		Asst. Supt. of Parks (Manhattan and Richmond)				
	3	Gardener	\$900-1140 \$3.00 per diem		Supt. of Parks (Brooklyn—Bronx)				
	4	Dist. Park Foreman Head Gardener Supt. of Parks	\$1280-1740 \$4.00 per diem 1380-1920 2700-3680						
Miscellaneous Laborer	1	Laborer (Watchman) Laborer (Stores)	\$600 744-864						

**COMPARATIVE CLASSIFICATIONS—Continued**  
**LABOR SERVICE**  
**Proposed Civil Service Classification, Showing New Grades, Titles and Salary Ranges**

GROUP	EXEMPT		COMPETITIVE		NON-COMPETITIVE		LABOR	
	Title	Grade	Title	Salary Range	Title	Grade	Title	Salary Range
Cleaner						1	Cleaner	Men— \$660-780 30c. per hr. Women— \$660-720 25c. per hr. \$708-828
							Cleaner (Windows)	
Hostler and Driver		2	Stable Foreman	{ \$1080-1260 \$4.00 per diem \$2100-2700		1	Stableman	\$726.16-851.36 per annum \$2.32-2.72 per diem 29c.-34c. per hour
		3	Superintendent of Stables				Hostler	\$751.20-851.36 per annum \$2.40-2.72 per diem 30c.-34c. per hour
							Driver	\$776.24-876.40 per annum \$2.48-2.80 per diem 31c.-35c. per hour

# COMPARATIVE CLASSIFICATIONS—Continued

## LABOR SERVICE

Proposed Civil Service Classification, Showing New Grades, Titles and Salary Ranges—Continued

GROUP	EXEMPT		COMPETITIVE		NON-COMPETITIVE		LABOR	
	Title	Grade	Title	Salary Range	Title	Grade	Title	Salary Range
Laborer		3	Assistant Foreman	In New York City: \$900-1044 Outside New York City: \$3.25 per diem \$780 and up		1	Laborer	In New York City: \$2.32-2.72 per diem 29c.-34c. per hour Outside New York City: \$1.60 and up per diem 20c.-25c. per hour
		4	Foreman	In New York City: \$1080-1260 Outside New York City: \$4.00 per diem \$900-1080		2	Skilled Laborer Skilled Laborer (Marine Sounder)	In New York City: \$876.40-951.52 per annum \$2.80-3.04 per diem 35c.-38c. per hour Outside New York City: \$2.00 and up per diem 25c.-30c. per hour
		5	Foreman Asphalt Worker General Foreman	In New York City: \$1380-1920 Outside New York City: \$1200-1440				
		6	Superintendent of Maintenance	2100-2700				



**COMPARATIVE CLASSIFICATIONS—Continued**

**LABOR SERVICE**

Proposed Civil Service Classification, Showing New Grades, Titles and Salary Ranges—Continued

GROUP	EXEMPT			COMPETITIVE			NON-COMPETITIVE		LABOR		
	Title	Grade	Title	Title	Salary Range	Title	Grade	Title	Grade	Title	Salary Range
Park Worker		2	Park Foreman		\$980-1200		1	Park Laborer			(\$728.16-851.36 per annum \$2.32-2.72 per diem)
			Gardener		\$3.25 per diem \$900-1140			Park Laborer (Climber & Pruner)			
		3	District Park Foreman		\$3.00 per diem \$1260-1740						
		4	Head Gardener Superintendent of Parks		\$4.00 per diem \$1380-1920 2700-3960						
Miscellaneous Laborer							1	Laborer (Watchman) Laborer (Stores)			\$600 744-864

## SUPPORTING DATA

### I. INTRODUCTORY STATEMENT

An investigation was made during the first months of 1915 among 32 representative private concerns to ascertain what rates were being paid to employes classified by the Bureau of Standards in the lower grades of the Labor Service. These and other facts of importance regarding conditions of employment are presented in the following chart under appropriate headings. Unfortunately, a number of employers requested that their names should not be published in connection with the rates which they were paying. It was therefore decided to omit the names of employers altogether but to group the various firms by key numbers under descriptive headings, such as "Department Stores," "Railroads," "Office Buildings," etc. Each firm is represented by the same number throughout the chart. The Bush Terminal Company, however, has been kind enough not only to grant permission for the publication of a full report regarding unskilled labor employed by that company, but also to revise the original report and bring it up to date. The Bureau of Standards takes pleasure in acknowledging its indebtedness to the various private concerns which have kindly cooperated in this investigation.

It will be noted that in the practical application of this information the Bureau of Standards has proceeded upon the principle laid down at the very beginning of standardization work—that the city should pay a range of salary commencing a little below the prevailing rate in private employment and proceed by small increases to an amount somewhat above this rate. In the case of laborers and other unskilled or slightly skilled manual workers, it will be noted that the maximum rates proposed for the City are very much higher than those paid by the most liberal private employers. In fixing these maximum rates, the Bureau of Standards has had constantly in mind the principle of the minimum wage laid down in its Report on the Cost of Living (See "Report on the Cost of Living for an Unskilled Laborer's Family in New York City").

## II. CONDITIONS OF EMPLOYMENT AFFECTING UNSKILLED LABOR IN PRIVATE CONCERNS

Title	Employer	General Class of Work	Description of Individual Work	Average Number Employed	Rates of Pay (Month, Week, Day)	Hours per Diem	Work Regular or Seasonal	Average Number of Days Employed	Remarks
Asphalt Worker	Asphalt & Paving Cos.— Firm No. 1.....	Paving and repairing street surfaces	Raking.....	...	\$3.00 per diem..	8	10 mos.	278	Wage based on union rate.
	Firm No. 1.....	Paving streets.....	Asphalt block placing.....	...	3.00 per diem..	8	10 mos.	278	Wage based on union rate.
	Firm No. 1.....	Paving streets.....	Asphalt block cutting.....	...	3.00 per diem..	8	10 mos.	278	Wage based on union rate.
	Firm No. 1.....	Paving streets.....	Concrete working.....	...	2.00 per diem..	8	10 mos.	278	No union.
	Firm No. 1.....	Paving streets.....	General labor; helping stone cutters set curb, etc.....	...	2.00 per diem..	8	10 mos.	278	No union.
	Firm No. 3.....	Paving and repairing street surfaces.....	Raking.....	25	{ 37½c. hr. (constr.) 34½c. hr. (repair) }	8	Seasonal	250	Wage based on union rate.
	Firm No. 1.....	Paving and repairing street surfaces.....	Tamping.....	...	\$2.80 per diem..	8	10 mos.	278	Wage based on union rate.
	Firm No. 2.....	Paving and repairing street surfaces.....	Tamping.....	{ 2 12 }	35c. hr. (constr.) 31½c. hr. (repair)	8	Seasonal	200	
	Firm No. 3.....	Paving and repairing street surfaces.....	Tamping.....	25	{ 35c. hr. (constr.) 32½c. hr. (repair) }	8	Seasonal	250	
	Firm No. 1.....	Paving and repairing street surfaces.....	Smoothing.....	...	\$2.50 per diem..	8	10 mos.	278	Wage based on union rate.
	Firm No. 2.....	Paving and repairing street surfaces.....	Smoothing.....	{ 2 12 }	31½c. hr. (constr.) 25c. hr. (repair)	8	Seasonal	200	
	Firm No. 3.....	Paving and repairing street surfaces.....	Smoothing.....	25	{ 31½c. hr. (constr.) 30c. hr. (repair) }	8	Seasonal	250	
	Firm No. 1.....	Paving and repairing street surfaces.....	Asphalt laborers.	...	\$2.00 per diem..	8	10 mos.	278	Wage based on union rate
	Firm No. 2.....	Paving and repairing street surfaces.....	Asphalt laborers.	{ 9 48 }	25c. hr. (constr.) 21½c. hr. (repair)	8	Seasonal	200	
	Firm No. 3.....	Paving and repairing street surfaces.....	Asphalt laborers.	100	\$2.00-2.25 per diem.....	8	Seasonal	250	
	Firm No. 1.....	Paving and repairing street surfaces.....	Shoveling.....	...	2.25 per diem..	8	10 mos.	278	Wage based on union rate.

## II. CONDITIONS OF EMPLOYMENT AFFECTING UNSKILLED LABOR IN PRIVATE CONCERNS—Continued

Title	Employer	General Class of Work	Description of Individual Work	Average Number Employed	Rates of Pay (Month, Week, Day)	Hours per Diem	Work Regular or Seasonal	Average Number of Days Employed	Remarks
Asphalt Worker—Cont'd	Asphalt & Paving Cos.—Cont'd								
	Firm No. 2.	Paving and repairing street surfaces.	Shoveling.	2	28½c. hr. (constr.)	8	Seasonal	200	
	Firm No. 1.	Paving and repairing street surfaces.	Laborers on grading.	12	25c. hr. (repair)	8	10 mos.	278	No union.
	Firm No. 2.	Paving and repairing street surfaces.	Laborers on grading.	400	\$1.75-1.85 per diem.	8	Seasonal	137	Work consists of regulating and grading streets.
	Firm No. 1.	Paving and repairing street surfaces.	Mixing asphalt (platform or mixer men).	...	\$1.75-2.00 per diem.	8	10 mos.	278	
	Firm No. 2.	Paving and repairing street surfaces.	Mixing asphalt (platform or mixer men).	1	\$2.50 per diem.	8	Seasonal	250	
Cleaner.	Firm No. 2.	Paving and repairing street surfaces.	Raking.	6	3.00 per diem.	8	Seasonal	200	
				12	37½c. hr. (constr.)				
					31½c. hr. (repair)				
	Breweries—Firm No. 4.	Maintenance of buildings	General cleaning and upkeep.	...	\$17.00 week.	8	Regular	...	Wage fixed by labor union.
	Department Stores—Firm No. 5.	Maintenance of buildings	Window washing	75	12.00 week.	9	Regular	313	Also do general cleaning.
	Firm No. 6.	Maintenance of buildings	Scrubbing.	25	8.00 week.	8	Regular	313	Female employees.
Electric Mfg.—Firm No. 8.	Firm No. 6.	Maintenance of buildings	General cleaning.	9	10.00-11.00 wk.	10	Regular	313	Female employees.
	Firm No. 7.	Maintenance of buildings	General cleaning and outside work.	28	7.00-7.50-8.00 wk.	9	Regular	313	Porters.
				56	10.00 week.	9	Regular	313	
	Electric Mfg.—Firm No. 8.	Maintenance of buildings	General cleaning and upkeep.	7	13.20-14.40 wk.	10	Regular	278	Also serve as freight elevator operators.
	Firm No. 8.	Maintenance of buildings	General cleaning.	9(n't)	13.00-14.30 wk.	10-11	Regular	278	
				12(d.)					
Electric Power—Firm No. 9.	Firm No. 8.	Maintenance of buildings	Scrubbing.	1	7.36-8.28 week	7-8	Regular	278	Female employees.
		Maintenance of buildings	General cleaning.	...	10.00 week.	3-4	...	...	Female employees.

## II. CONDITIONS OF EMPLOYMENT AFFECTING UNSKILLED LABOR IN PRIVATE CONCERNS—Continued

Title	Employer	General Class of Work	Description of Individual Work	Average Number Employed	Rates of Pay (Month, Week, Day)	Hours per Diem	Work Regular or Seasonal	Average Number of Days Employed	Remarks
Cleaner—Cont'd	Electric Power—Cont'd								
	Firm No. 9	Maintenance of buildings	Cleaning operating stations and acting as janitors	50	22c. hour	9	.....	...	Male employees.
	Office Buildings—								
	Firm No. 10	Maintenance of buildings	Window cleaning	9	\$14.00 week	10½	Regular	313	Male employees.
	Firm No. 10	Maintenance of buildings	General cleaning	35	12.00 week	10½	Regular	313	Female employees.
	Firm No. 10	Maintenance of buildings	General cleaning	56	6.00 week	5½	Regular	313	Female employees.
	Firm No. 11	Maintenance of buildings	General cleaning	...	5.00 week	6	Regular	313	Porters.
	Firm No. 11	Maintenance of buildings	General cleaning	...	12.00-14.00 wk.	11	Regular	313	Also do some porters' work.
	Firm No. 11	Maintenance of buildings	Window washing	...	12.00-13.00 wk.	11	Regular	313	{ Also do porters' work. Overtime at regular rate. Half pay when sick.
	Firm No. 12	Maintenance of buildings	Window washing	33	11.00 week	10	Regular	313	Female employees.
	Firm No. 12	Maintenance of buildings	General cleaning	3 (nt.)	12.00 week	10	Regular	313	Female employees.
	Firm No. 12	Maintenance of buildings	General cleaning	52 (d.)	6.00 week	5	Regular	313	Female employees.
	Firm No. 13	Maintenance of buildings	Window washing	12	12.00 week	12	Regular	313	Female employees.
	Firm No. 13	Maintenance of buildings	General cleaning	44	12.00 week	12	Regular	313	Female employees.
	Firm No. 13	Maintenance of buildings	General cleaning	150	6.00 week	7	Regular	313	Female employees.
	Firm No. 14	Maintenance of buildings	General cleaning and scrubbing	135	7.00 week	5-6 (35 hrs. per wk.)	Regular	365	Female employees. Get liability insurance. Pay half sick benefits.
	Firm No. 14	Maintenance of buildings	General cleaning and outside work	45	6.00 week	11	Regular	313	Double pay Sundays and holidays. Lunch free. Called porters.
	Railroads—								
	Firm No. 15	Maintenance of buildings	Window washing, scrubbing, etc.	78	48.15 month	10	Regular	313	Includes 70 porters Night work.
	Firm No. 15	Maintenance of buildings	Window washing, scrubbing, etc.	40	32.10 month	10	Regular	313	Female employees.
	Firm No. 15	Maintenance of buildings	Toilet cleaning	2	42.80 month	10	Regular	313	Porters.
	Firm No. 16	Maintenance of buildings	General cleaning	4	45.00 month	10	Regular	313	Porters.
	Firm No. 16	Maintenance of buildings	General cleaning	3	60.00 month	12	Regular	313	Porters.



## II. CONDITIONS OF EMPLOYMENT AFFECTING UNSKILLED LABOR IN PRIVATE CONCERNS—Continued

Title	Employer	General Class of Work	Description of Individual Work	Average Number Employed	Rates of Pay (Month, Week, Day)	Hours per Diem	Work Regular or Seasonal	Average Number of Days Employed	Remarks
Coal Passer— Cont'd	Steamships— Firm No. 23.....	Heat or power plant operation.....	Transferring coal to fireman.....	4 per ship	\$35.00 mo. and maintenance.	8	Regular	...	4 hours on—8 hours off.
Driver.....	Breweries— Firm No. 4.....	Delivery service.....	Driving delivery truck.....	150	20.00 week.....	10	Regular	...	Wages fixed by labor union.
	Department Stores— Firm No. 7.....	Delivery service.....	Driving delivery wagon.....	82	15.00—16.00 wk.	9	Regular	313	
	Firm No. 6.....	Delivery service.....	Driving delivery wagon.....	13	13.00 week.....	10	Regular	313	
	Firm No. 6.....	Delivery service.....	Driving delivery wagon.....	69	15.00 week.....	10	Regular	313	50c. per load for extra work after day's usual assignment.
	Firm No. 6.....	Delivery service.....	Driving delivery wagon.....	23	16.00—18.00 wk.	10	Regular	313	
	Paving & Const. Co.— Firm No. 3.....	Trucking service.....	Driving truck.....	11	2.25—2.50 per diem	8	Regular	300	
	Railroads— Firm No. 5.....	Trucking service.....	Driving truck.....	2	1.82 per diem..	10	Regular	365	Labors; do general trucking, carry freight and refuse.
	Stables— Firm No. 24.....	Coach and saddle service.	Displaying and exercising horses	3	20.00 week.....	9	Regular	365	
	Firm No. 25.....	Coach service.....	Coach driving...	3	2.15 per diem..	10	Regular	365	Also caring for horses.
	Firm No. 25.....	Coach service.....	Emergency service	Varies	1.25—2.15 per call	...	Irregular	Uncertain.	Called in for special work
	Steamship Co.— Firm No. 23.....	Trucking service.....	Driving trucks..	7	15.00—16.00 wk.	10	Regular	...	
	Subway Contractor— Firm No. 3.....	Trucking service.....	Driving trucks..	100	2.50 per diem..	8	Regular	300	

## II. CONDITIONS OF EMPLOYMENT AFFECTING UNSKILLED LABOR IN PRIVATE CONCERNS—Continued

Title	Employer	General Class of Work	Description of Individual Work	Average Number Employed	Rate of Pay (Month, Week, Day)	Hours per Diem	Work Regular or Seasonal	Average Number of Days Employed	Remarks
Foreman, General Foreman and Assistant Foreman—Foreman.....	Building Const.—Firm No. 27.....	Building Construction...	(Functions of Employees Supervised) Distributing and cleaning up material.....	...	\$5.00-6.00 per diem.....	8	9 mos.	278	
	Breweries—Firm No. 4.....	Delivery.....	Delivery, work about horses and stable.....	( 1 1	45.00 week..... 40.00 week.....	10 10	Regular Regular	...	Union rates. Union rates.
	Department Stores—Firm No. 5.....	Stable work.....	Caring for horses.....	1	1400.00 annum.	9-10	Regular	313	
	Firm No. 6.....	Stable work.....	Caring for horses.....	1	40.00 week.....	10-12	Regular	365	
	Firm No. 6.....	Building maintenance.....	Cleaning and up-keep.....	1	22.00 week.....	10	Regular	313	
	Electric Power—Firm No. 9.....	Electrical service.....	Construction and repair work.....	223	20.00-25.00 wk.....	9	Regular	303	
	Office Buildings—Firm No. 12.....	Building maintenance.....	Cleaning.....	1	15.00 week.....	10	Regular	313	Head porter.
	Firm No. 12.....	Building maintenance.....	Stock-keeping.....	1	15.00 week.....	10	Regular	313	
	Firm No. 12.....	Building maintenance.....	Cleaning.....	1	9.00 week.....	10	Regular	313	Female employee.
	Firm No. 13.....	Building maintenance.....	Cleaning.....	2	25.00 week.....	10-12	Regular	313	
	Paving—Firm No. 1.....	Paving and repairing streets and highways.....	.....	...	4.00-6.00 per diem.....	8	Seasonal	278	Some men all year.



## II. CONDITIONS OF EMPLOYMENT AFFECTING UNSKILLED LABOR IN PRIVATE CONCERNS—Continued

Title	Employer	General Class of Work	Description of Individual Work	Average Number Employed	Rates of Pay (Month, Week, Day)	Hours per Diem	Work Regular or Seasonal	Average Number of Days Employed	Remarks
Foreman— Cont'd	Paving and Subway Contractor— Firm No. 3.....	Paving and subway construction.....	(Functions of Employees Supervised) .....	30	\$3.50-5.00 per diem.....	8	Seasonal	300	Sometimes assigned as foreman of yards.
	Firm No. 3.....	Stable maintenance.....	Caring for horses and stables.....	2	3.00-4.00 per diem.....	10	Regular	310	11 drivers—13 chauffeurs.
	Railroads— Firm No. 18.....	Track maintenance.....	Track laying, ballasting, etc.....	...	72.50 month.....	...	Regular	...	
	Firm No. 18.....	Construction.....	Concreting.....	...	85.00 month.....	...	Seasonal	...	
	Firm No. 15.....	Track maintenance.....	Track laying, ballasting, etc.....	6	83.00 month.....	9	Regular	330	Work every third Sunday.
	Firm No. 15.....	Building maintenance.....	Cleaning.....	1	85.00 month.....	10	Regular	313	
	Firm No. 15.....	Stable maintenance.....	Caring for horses and stables.....	1	80.25 month.....	10	Regular	365	
	Firm No. 17.....	Building maintenance.....	Cleaning.....	1	105.00 month.....	9	Regular	278	Janitor.
	Firm No. 19.....	Handling freight.....	Loading and discharging.....	5	72.50-75.00 mo.	12	Regular	313	
	Riding Academy— Firm No. 26.....	Stable maintenance.....	Caring for horses and stables.....	1	30.00 week.....	12	Regular	365	Also receives large tips.
	Stables— Firm No. 24.....	Stable maintenance.....	Caring for stables, drivers and forage.....	1	20.00 week.....	9	Regular	365	Also receives large tips.
	Firm No. 24.....	Stable maintenance.....	Caring for horses	1	30.00 week.....	9	Regular	365	
	Steamship Cos.— Firm No. 23.....	Handling freight.....	.....	1	34.00 week.....	10	Regular	...	
	Firm No. 20.....	Handling freight.....	.....	1	32.00 week.....	12	9 mos.	...	
	Firm No. 20.....	Checking freight.....	.....	1	20.00 week.....	10	40 weeks	...	
	Firm No. 23.....	Checking freight.....	.....	1	17.00 week.....	10	Regular	...	
	Firm No. 16.....	Handling freight.....	Loading and unloading freight.....	15	90.00 month.....	6-12	Irregular	313	



## II. CONDITIONS OF EMPLOYMENT AFFECTING UNSKILLED LABOR IN PRIVATE CONCERNS—Continued

Title	Employer	General Class of Work	Description of Individual Work	Average Number Employed	Rates of Pay (Month, Week, Day)	Hours per Diem	Work Regular or Seasonal	Average Number of Days Employed	Remarks
Assistant Foreman—Cont'd	Railroads—Firm No. 18.....	Track maintenance.....	(Functions of Employees Supervised) Track laying, etc.	...	\$50.00 month.....	...	Regular	...	
	Firm No. 15.....	Building maintenance.....	Cleaning, sweeping, etc.....	1	70.00 month.....	10	Regular	313	
	Firm No. 15.....	Track maintenance.....	Laying track, ballasting, etc.	6	18½c. hour.....	9	Regular	330	Every third Sunday.
	Firm No. 19.....	Handling freight.....	Loading and unloading cars....	3	\$60.00-70.00 mo.	12	Regular	313	
	Steamship Companies—Firm No. 23.....	Handling freight.....	Loading and unloading cars....	25	19.00-22.00 wk.	10-12	Regular	...	
	Firm No. 23.....	Handling freight.....	Loading and unloading cars....	1	30.00 week.....	10	Regular	...	Head stevedore.
	Firm No. 20.....	Handling freight.....	Loading and unloading cars....	1	20.00 week.....	12	9 months	...	Full pay for 9 months.
	Stevedoring Cos.—Firm No. 29.....	Handling freight.....	Loading and unloading ships....	10	40c. hour.....	Vary	Vary	Vary	Average about \$25.00 per week.
	Subway Contractor—Firm No. 3.....	Subway construction.....	Manual work....	100	\$2.25-2.50 per diem.....	8	Regular	300	
General Foreman	Electric Power—Firm No. 9.....	Electric service.....	Construction and repairs.....	...	150.00-175.00 month.....	...	Regular	...	
	Office Buildings—Firm No. 12.....	Building maintenance.....	Cleaning.....	1	1,200.00 year....	10	Regular	365	Janitor with lodging.
	Railroads—Firm No. 15.....	Track maintenance.....	Construction work (semi-skilled).....	2	90.00 month....	9	Regular	339	Alternate Sundays.

# II. CONDITIONS OF EMPLOYMENT AFFECTING UNSKILLED LABOR IN PRIVATE CONCERNS—Continued

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Title	Employer	General Class of Work	Description of Individual Work	Average Number Employed	Rates of Pay (Month, Week, Day)	Hours per Diem	Work Regular or Seasonal	Average Number of Days Employed	Remarks
General Foreman—Cont'd	Railroads—Cont'd Firm No. 18.....	Track maintenance.....	(Functions of Employees Supervised) Construction work (semi-skilled).....	5	\$130.00-150.00 month	...	Regular	...	
Hostler and Stableman—	Breweries— Firm No. 4.....	.....	Care of stables and horses.....	24	17.00 week....	10	Regular	...	Wage fixed by labor union.
	Department Stores— Firm No. 5.....	.....	Care of 10-12 horses each.....	13	12.00-14.00 wk.	9-10	Regular	313	
	Firm No. 7.....	.....	Care of stables.....	16	12.00 week....	9-10	Regular	313	
	Firm No. 6.....	.....	Care of stables and horses.....	47	13.00-15.00 wk.	10	Regular	365	Alternate Sundays 3 hours.
	Paving & Subway Contractor— Firm No. 3.....	.....	Care of stables and horses.....	2	2.00-2.25 per diem.....	10	Regular	310	
	Firm No. 3.....	.....	Care of stables and horses.....	10	1.75 per diem..	10	Regular	300	
	Railroads— Firm No. 15.....	.....	Care of stables and horses.....	...	1.82 per diem..	10	Regular	365	Laborers. Half force Sundays.
	Riding Academy— Firm No. 26.....	.....	Care of horses....	30	12.00-14.00 wk.	12	Regular	365	Extra work Wednesday nights; receive largetips.
	Firm No. 26.....	.....	Care of stables..	...	15.00 week....	9	Regular	287	
	Firm No. 25.....	.....	Care of stables..	2	14.00 week....	12	Regular	365	10 horses each.
	Firm No. 24.....	.....	Care of horses....	30-60	14.00 week....	9	Regular	365	
	Steamship Cos.— Firm No. 23.....	.....	Care of stables and horses.....	1	15.00 week....	11	Regular	...	

## II. CONDITIONS OF EMPLOYMENT AFFECTING UNSKILLED LABOR IN PRIVATE CONCERNS—Continued

Title	Employer	General Class of Work	Description of Individual Work	Average Number Employed	Rates of Pay (Month, Week, Day)	Hours per Diem	Work Regular or Seasonal	Average Number of Days Employed	Remarks
Laborer.....									
	Bldg. Construction— Firm No. 27.....	Assisting skilled mechanics, carpenters, painters, etc.....	.....	...	\$16.50 week.....	8	9 mos.	278	
	Breweries— Firm No. 4.....	Delivery, assisting drivers	.....	...	15.00 week.....	10	9 mos.	...	Under labor union.
	Department Stores— Firm No. 5.....	Assisting skilled mechanics, carpenters, painters, etc.....	.....	...	12.00 week.....	9	9 mos.	...	
	Electric Power— Firm No. 9.....	Electric service, laying wires, connecting houses, and conduit work.....	.....	250	22½c.-25c. hour..	9	9 mos.	...	Extra pay for overtime.
	Gas Company— Firm No. 31.....	Assisting skilled mechanics, laying gas mains, digging, etc.....	.....	200	\$1.92 per diem..	9	Seasonal	275	
	Firm No. 31.....	Lowest type of labor.....	.....	...	21c.-25c.-28c. hr.	...	.....	...	Best laborers taken into school and advanced.
	Firm No. 31.....	Common labor requiring some mechanical skill.	.....	...	30c.-33½c. hour..	...	.....	...	
	Office Buildings— Firm No. 12.....	Operating power and heat plant.....	General assistance	3	\$14.00 week.....	8	Regular	365	
	Firm No. 14.....	Assisting skilled plasterers under union men	.....	2	3.00 per diem..	8	Regular	313	
	Firm No. 13.....	Assisting skilled carpenters, masons, etc.....	.....	...	12.00 week.....	10	Regular	313	
	Railroads— Firm No. 18.....	Track maintenance.....	Concrete work.....	...	16c. hour.....	...	Seasonal	...	Work every third Sunday.
	Firm No. 15.....	Track maintenance.....	Pick and shovel work.....	19	16½c. hour.....	9	Regular	330	
	Firm No. 15.....	Track maintenance.....	Assisting skilled men.....	88	17½c. hour.....	9	Regular	330	

# II. CONDITIONS OF EMPLOYMENT AFFECTING UNSKILLED LABOR IN PRIVATE CONCERNS—Continued

Title	Employer	General Class of Work	Description of Individual Work	Average Number Employed	Rates of Pay (Month, Week, Day)	Hours per Diem	Work Regular or Seasonal	Average Number of Days Employed	Remarks
Laborer— Cont'd	Railroads—Cont'd								
	Firm No. 15	Operation of heat and power plant.	Gen'l assistance.	4	\$1.70 per diem.	8	Regular	365	
	Firm No. 15	Traffic work.	Assisting drivers	8	1.82 per diem.	10	Regular	340	Work every other Sunday.
	Firm No. 19	Handling freight.	Loading and unloading ships.	204	19½c. hour.	10	Regular	313	About 150 regular.
	Firm No. 19	Handling freight.	Loading and unloading ships.	35	18c. hour.	10	Regular	313	Younger men.
	Steamship Companies—								
	Firm No. 20	Handling freight.	Loading and unloading ships.	30	\$13.00–14.00 wk.	11	Seasonal	40 wks.	25c. hour overtime.
	Firm No. 23	Handling freight.	Loading and unloading ships.	500	30c. hour.	10	Regular	...	Half force on at night.
	Firm No. 21	Handling freight.	Loading and unloading ships.	...	\$15.00 week.	10	Regular	200	
	Firm No. 21	Handling freight.	Loading and unloading ships.	...	33c. hour.	10	Irregular	200	Temporary (day work).
	Firm No. 21	Handling freight.	Loading and unloading ships.	...	50c. hour.	10	Irregular	200	Temporary (night work).
	Firm No. 16	Handling freight.	Loading and unloading ships.	500–800	30c. hour.	Varies	Irregular	...	
	Stevedore Companies—								
	Firm No. 30	Handling freight.	Loading and unloading ships.	500	33c.–45c. hour.	Varies	...	...	First-class men average \$25.00 week.
	Firm No. 29	Handling freight.	Loading and unloading ships.	500–700	33c. hour.	Varies	...	...	Longshoremen.
	Subway Contractors	Subway construction.	Pick and shovel.	600	\$1.50–1.60 per diem.	8	Regular	300	Lowest grade labor.
	Subway Contractors	Subway construction.	Handling and placing pipe.	200	2.00 per diem.	8	Regular	300	
	Subway Contractors	Subway construction.	Mixing and placing concrete (skilled).	400	1.75–2.00 per diem.	8	Regular	300	
	Subway Contractors	Subway construction.	Sawing and placing timber, braces, etc.	300	2.25–3.00 per diem.	8	Regular	300	

# II. CONDITIONS OF EMPLOYMENT AFFECTING UNSKILLED LABOR IN PRIVATE CONCERNS—Continued

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Title	Employer	General Class of Work	Description of Individual Work	Average Number Employed	Rates of Pay (Month, Week, Day)	Hours per Diem	Work Regular or Seasonal	Average Number of Days Employed	Remarks
Laborer —Cont'd	Subway Contractors...	Subway construction...	Pick and shovel.	300	\$1.60 per diem...	8	Seasonal	300	
	Subway Contractors...	Subway construction...	Assisting on timber bracing work.	75	1.75 per diem...	8	Seasonal	300	
	Subway Contractors...	Subway construction...	Timber work.	75	2.40 per diem...	8	Seasonal	300	
Scowman	Coal Companies— Firm No. 32	Scow service and maintenance	Watching and mooring barges, etc.	150	50.00 month and lodging.	10-12	Regular	365	Subject to call at all times.
	Steamship Companies— Firm No. 16	Scow service and maintenance	Sundry manual work.	Varies	30c. hour.	Vary	Irregular	...	Barge hands.
	Firm No. 21	Scow service and maintenance	Operating engine, caring for scow under way.	2	\$17.50 week	10	Regular	313	33c. hour for special jobs for men not licensed firemen.
Sweeper	Railroads— Firm No. 19	Dock and building maintenance	Sweeping dock and building.	4	\$45.00 month	12	Regular	313	
	Firm No. 15	Building maintenance	Sweeping building	9	1.45 per diem	10	Regular	365	
	Firm No. 16	Dock maintenance	Sweeping dock	10-20	20c. hour	10	Regular	313	
	Steamship Companies— Firm No. 22	Dock maintenance	Sweeping dock and assisting in repairs.	40	30c. hour	8-10	Regular	313	After 6 P.M. 35c. hour.
Toolman	Building Construction— Firm No. 27	Tool maintenance	Requisitions, receives, sharpens, distributes and records tools	...	\$15.00 week	8	9 mos.	278	5½ days a week.
	Subway Contractor— Firm No. 3	Tool maintenance	Requisitions, receives, sharpens, distributes and records tools	1	2.00 per diem	8	Regular	300	

### III. CONDITIONS OF EMPLOYMENT AFFECTING UNSKILLED LABOR AT THE BUSH TERMINAL COMPANY, BROOKLYN, NEW YORK

The Bush Terminal Company employs a large force of unskilled labor in divisions classified as warehouse division, railroad division, piers and bulkheads division, operating division and general maintenance of plant.

The number of laborers employed varies from time to time and depends upon the volume of shipping passing through the terminal. A very large percentage of the unskilled laborers employed are not regular men. They work by the day, usually, or by the hour, and are paid only for time worked. However, employees who work on this basis for some time, becoming familiar with the work and in a measure skilled, and who adapt themselves to some essential phases of work, are taken on as permanent men and given a slight increase in pay with half holiday privileges.

Immediately under the supervision of the foreman and sub-foreman, there is another class of employes, designated as "headers," or "checkers." They head gangs of from eight to ten laborers engaged in the several departments.

#### UNSKILLED LABOR

Title	Number of Men Employed	Wages	Duties
Car Inspector.....	1	\$13.50 per week	Inspecting condition of cars arriving and departing.
Cleaner .....	1 male	\$11.55 per week	Cleaning office buildings of the Company.
Coal Passer .....	2 females	\$8.50 and \$12.00 per wk. }	
	9	\$2.00 per day, 8 hours	Work in central heating and steam plant.
Cook .....		\$10.38 per week	Cooking for tug-boat crew.
Cooper .....	14	\$15.00 & \$12.00 per week	Boxing merchandise.
Deck Hand (day).....		\$9.23 and meals per week*	Working on tug-boats.
Deck Hand (night).....		\$12.73 standard per week	Working on tug-boats.
		(Union rate)	
Dock Truckdriver .....	19	15c. per hour	Driving small one-horse trucks between piers and warehouses.
Driver (two-horse truck).....		28½ c. per hour	Driving the various freight trucks about the city.
		(Union wages)	
Driver (one-horse truck and wagon).....		25c. per hour	Driving the various freight trucks about the city.
		(Union wages)	
Elevatorman.....	90	\$10.00 per week	Loading and unloading freight elevators in loft building.
Engine Hostler.....	1	22c. per hour	As implied by title.
Engine Wiper.....	2	\$2.00 per day of 12 hours	As implied by title.
Fireman.....	1	\$11.54 per week	Firing on tugboat.
Fireman.....	22	\$2.40 per day, 8 hours	Firing central heating and steam plant.
Floatman.....		15c. per hour	Watchman work on car float.
Foreman, Warehouse.....		\$30.00 per week	Directing work of receiving, storing and shipping merchandise and freight from the warehouses.
Sub-Foreman .....	1 man in charge of each district	\$22.00 per week	
Sub-Foreman, Piers and Bulkheads.....		\$20.00 to \$25.00 per week	Directing the work of loading and unloading cars and general handling of freight on the piers.

\* Day crew on tug boats are allowed 50c. per day for meals. The captain and engineers are allowed 4 days per month off with pay and meals.



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UNSKILLED LABOR—Continued

Title	Number of Men Employed	Wages	Duties
Foreman of Loft Buildings.....	1 man in charge of two buildings	\$17.00 to \$20.00 per week	Responsible for freight of tenants in and out of buildings and general disposition of labor handling such freight.
Foreman, Trucking.....		\$25.00 per week	Directing the operation of the trucking department in conveying merchandise and freight.
Foreman of Steam Plant.....		\$27.50 per week	General maintenance of lines and direction of steam fitters, plumbers, etc.
Foreman of Line Men.....		\$27.50 per week	Direction of linemen and ground men stringing wires.
Foreman, Electrician.....		\$27.50 per week	Direction of electricians and general electrical work around the plant.
Foreman of Stable.....		\$20.00 per week	Direction of stablemen and general care of stable and horses.
Foreman, Carpenter.....	1	\$27.50 per week (Union rate)	General oversight of carpentering.
Foreman, Carpenter.....	1	\$25.00 per week (Non-union rate)	
Foreman, Street Cleaning.....		\$22.50 per week	Direction of the street cleaning gang and general care of streets and grounds.
Foreman Painter.....		\$27.50 per week	Direction of paint gang.
Headers—Warehouse Division..	37	\$12.00 to \$18.00 per week	Heading gangs of from 8 to 10 men handling merchandise in and out of warehouses.
Headers—Piers and Bulkheads..	24	\$15.00 to \$18.00 per week	Directing gangs of from 8 to 10 men handling freight and merchandise on the piers.
*Laborers—Warehouse Division	About 400	14 at \$12.00 per week; remainder at 22c. per hour, 9-hour day	As implied by title.
Laborers—Piers and Bulkheads..	400	22c. per hour, with \$13.20 per week as maximum pay	As implied by title.
Laborers—Loft Building.....	60	20c. to 21½ c. per hour	Handling freight in and out of cars and buildings.
Laborers—Landscape Divisions	11	\$1.75 per day	Street cleaning and similar work about the grounds and plant.
Laborers—Track Gang.....	12	19½ c. per hour for actual time worked	Track work.
Laborers—Track Laying and Concrete Work.....	19	19½ c. per hour for actual time worked	As implied by title.
Lampman.....	1	\$10.00 per week	Cleaning, filling, trimming and custody of lamps used in warehouses.
Lighterman.....		\$15.00 per week	In charge of lighters.
Motorman.....	18	\$18.50 per week	Running hoist motors.
Oiler (day).....		\$11.54 per week	Working on tugboat.
Oiler (night).....		\$15.04 per week (Union rate)	Working on tugboat.
Stableman.....	4	\$12.00 and \$14.00 per wk.	Care of horses and stable.
Toolkeeper.....	2	\$15.00 & \$20.00 per week	Custody and preparation of loops and other apparatus used in house freight.
Trackman.....	1	\$13.00 per week	Walking the track and making minor repairs.

\*These men are termed "Warehouse Laborers" and work a minimum of 50 hours per week and a maximum of 54.

The number of freight handlers employed varies with the volume of freight handled. Those who, after a period of service, have adapted themselves to the essential phases of the work, or are otherwise recognized as efficient employees, receive the \$12 and \$13.50 a week regular wage. Others are paid by the hour for the actual time worked.

### GENERAL NOTE

It is the policy of the Bush Terminal Company to employ at the minimum rate given for the various positions noted, and to advance to any higher rates specified as efficiency and length of service justify.

The company maintains a social service department employing two doctors, one social worker and three graduate nurses who devote their time to the employes of the company and render treatment to them and members of their families when sick. This department encourages thrift in employes and their families by a system of provident savings. When regular employes of the company are disabled or ill their pay is continued, either on full or part time, at the discretion of the social service department.

When an employe desires to purchase coal or other necessities in a large quantity, in order to secure a low price, or has other need for ready cash, the social service department will extend a loan of any reasonable amount, provided the immediate superior of the employe seeking the loan will vouch for the integrity of the employe. The company, however, does not hold the superior or foreman responsible in case the loan is not repaid. These loans are repaid weekly in sums running from 50c. to \$1.

There is a Labor Bureau organized under the supervision of the superintendent of labor with full power of hiring and handling all laborers.

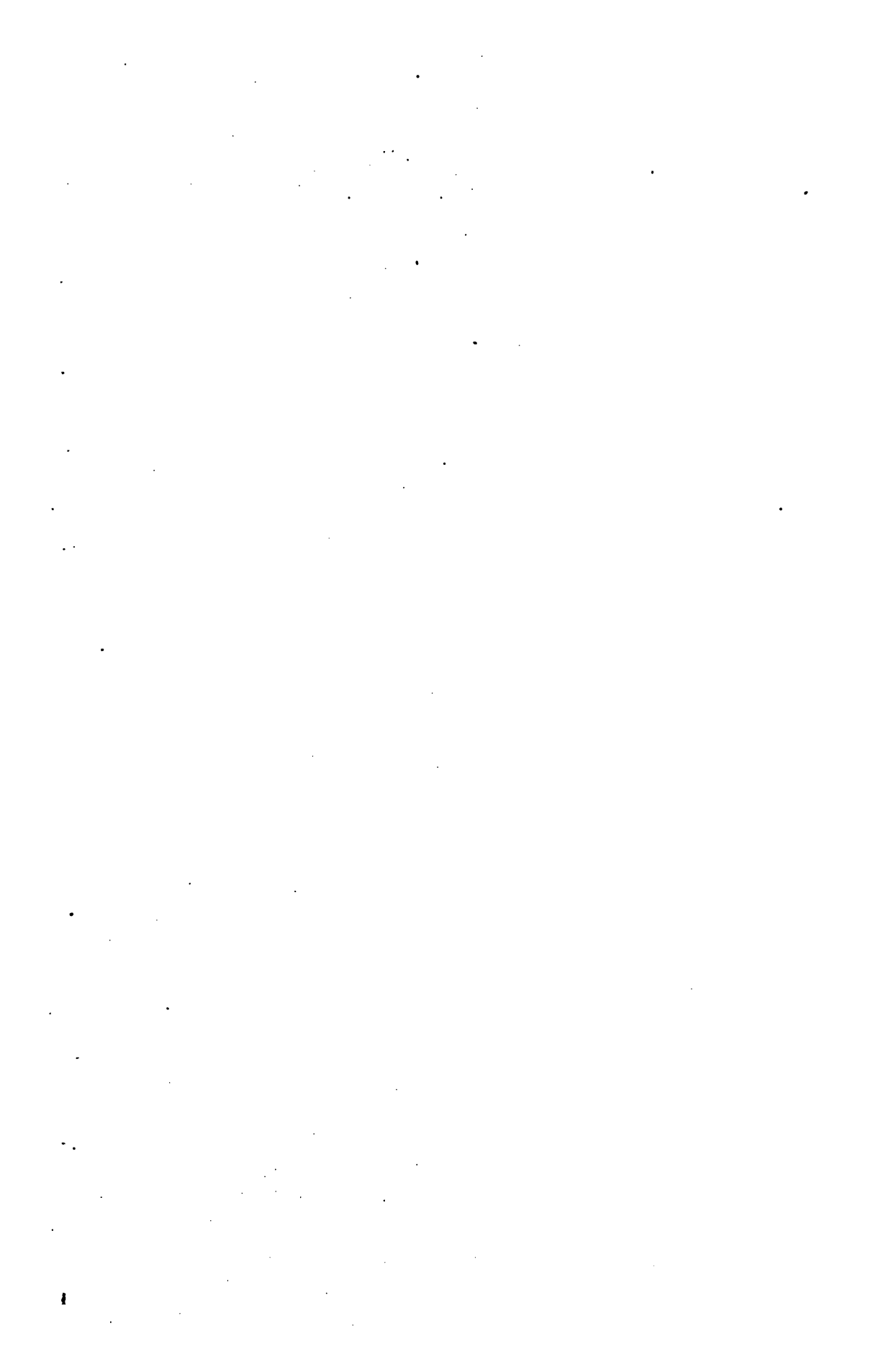
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